



The Piggott School

Job Description

Job Title: Pastoral and Communications Assistant – Sixth Form – Fixed Term Maternity Cover

Responsible to: Key Stage Manager

Working to: KS5 Pastoral Team and SLT

Salary Grade: 5

15 hours per week

Term time plus 3 days in the summer break

The purpose of this role is:

This role works closely with the Sixth Form Leadership Team to support all Sixth Form (KS5) students with both their learning and personal wellbeing. The main focus is helping students achieve their best and develop personally by offering tailored advice and support to them and their families throughout their time at The Piggott School. The role is also responsible for managing day-to-day communication for the Sixth Form Team. Building clear and effective communication with students, families, staff, and external organisations is an important part of the job.

Main Duties and Responsibilities for the Pastoral and Communications Assistant for Sixth form:

Pastoral and communications:

1. To provide care, support, advice and guidance to all the students within Key Stage 5, responding to student, staff and parental queries as they arise. Sharing information regarding the pastoral and academic needs of the students, leading towards improved outcomes.
2. To actively promote and model the safeguarding principles of the school whilst assisting the pastoral team with safeguarding and targeted child protection support as required.
3. To monitor and complete daily scrutiny of attendance, leading to communication with relevant stakeholders and intervening as required to secure high levels of attendance and engagement. One day a week.
4. To assist the Pastoral team in efficient and accurate record keeping, including all administration tasks for students. These may include minutes, referral forms, digital platforms, spreadsheets and any other types of communication.
5. To organise and structure the timetable and structure of mental health intervention (counselling) by trained professionals taking place on the school site.
6. To support with the successful planning and execution of parents' evenings and other pastoral events such as open evenings, trips, information evenings, achievement assemblies and intervention meetings.
7. To consult, liaise and communicate with external agencies as appropriate, maintaining adequate records using the school information management systems and adhering to GDPR, KCSIE and other legal requirements.

8. To support the planning and execution of off-site learning opportunities. To occasionally escort and supervise students on educational visits and out of school activities.
9. In exceptional circumstances, undertake whole class supervision in the absence of a class teacher.

Admissions:

10. To support student admissions to The Piggott School sixth form in accordance with the school admissions policy, operating as the lead contact for students and parents seeking admission to the school.
11. To assist with all internal and external applications requesting admission to the sixth form.
12. To take an active role in preparation of the transition process, including information packs, information sharing with partnership schools and the induction of students at enrolment.
13. Other duties as deemed appropriate by the Headteacher.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job description review history: June 2026