

# **JOB DESCRIPTION**



**JOB TITLE:** Learning Support Administrator

**LINE MANAGER:** Head of Learning Support

## **MAIN PURPOSE OF JOB:**

To provide general administration support to the Learning Support department as a whole.

## **MAIN DUTIES and RESPONSIBILITIES:**

- To participate in the organisation of EHCP Annual Reviews which will involve:
  1. Scheduling reviews
  2. Inviting stakeholders
  3. Completing the relevant paperwork before each review
  4. Sending a 'round robin' to teaching and support staff for progress reviews
  5. Minute meetings and update relevant parts of annual review paperwork
- To produce Learning Support Assistant Timetables.
- To provide exam access arrangement support.
- Maintain and update accurate records of support and interventions for students which will provide evidence for applications for top up funding.
- Update student portal with SEND/medical information/documents as necessary.
- Attend SEN meetings and produce minutes
- Liaise with school SENCOs to access relevant documentation for access arrangements (Form 8/9 or medical documentation).
- Liaise with SENCOs to begin transition events in the second term (i.e. after Christmas) for Year 11.
- To manage the staffing of Year 11 interviews.
- To manage the delivery of external access arrangements assessments.
- Coordinate the upkeep of the SEN noticeboards.
- Establish a working knowledge of students in Year 10 with EHCPs to enable input into annual reviews.
- To act as a duty supervisor, being present in the learning support area and directing students to quiet areas or members of staff as required.
- Liaise with staff and external agencies to coordinate evidence collection for students undergoing ASC, ADHD, or related assessments.
- Coordinate evidence collection and assist with the completion of paperwork to support students' EHCP applications, working closely with staff and external agencies

## **GENERAL RESPONSIBILITIES**

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake continuing professional development.

- To support the College with invigilating formal and informal examinations, and other administrative tasks that facilitate the successful running of the College, as and when necessary.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

# PERSON SPECIFICATION

**JOB TITLE:** Learning Support Administrator



SPECIFICATION	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE/QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>At least 5 GCSE passes (or equivalent) to include Maths and English Language or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SEN provision</li> </ul>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within an administrative role</li> <li>Experience of Microsoft Office packages</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an educational establishment; further education would be advantageous</li> <li>Experience of working within a safeguarding team</li> </ul>
<b>SKILLS/APTITUDES</b>	<ul style="list-style-type: none"> <li>Ability to relate to 16-19 year olds and their parents</li> <li>An understanding of the importance of confidentiality and how to deal with highly confidential and secure information appropriately</li> <li>Ability to work successfully on your own initiative and as part of a team</li> <li>Ability to communicate easily with staff, students and parents to maintain high standards of care</li> <li>Excellent all round IT skills</li> <li>Ability to work accurately and systematically to deadlines</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Willingness to undergo further training and development as appropriate</li> <li>Flexible and adaptable in relation to duties</li> <li>Commitment to achieving high standards</li> </ul>	