

The Compton School

Job Description

Post: Teaching School Hub Outreach Administrator (Term Time Only)

Reports to: Associate Headteacher (Outreach)

Based at: The Compton School

Salary: Scale Point 12 ( approx. £22,200)

Contract: Fixed term with the option to renew for appropriate candidates

Term time only (36 hours a week - 40 weeks a year)

**Purpose of Job**

* To provide project administration support to The Compton and Barnet Education Learning Service relating to outreach work and the delivery of Teaching School Hub work on behalf of Wembley Teaching School Hub
* To provide administrative support as required to participants involved in the Early Career Framework, National Professional Qualifications and any other outreach work

**Main Duties and Responsibilities**

**Teaching School Hub/Outreach**

* Developing marketing strategies and materials for programmes relating to Teaching School Hub work
* Providing administrative support to the senior team at The Compton and staff at Barnet Education and Learning Service in relation to Teaching School Hub programmes and outreach work
* Supporting meetings taking place at The Compton and Barnet Education and Learning Service which will include off site meetings on occasions
* Completing any data returns required by the Teaching School Hub linked to their programmes e.g. Early Career Framework and National Professional Qualifications
* Taking minutes and providing all the necessary documentation for meetings with The Compton and Barnet Education and Learning Service, the Teaching School Hub and any other external organisations
* Establishing good working relationships with senior staff/ all colleagues at partnership schools order to effectively communicate and liaise over outreach events and programmes.
* Raising purchase orders to access and distribute funding for the Teaching School Hub work and to liaise with the Associate Head and senior team in relation to any invoices that need to be raised

**Training and Development**

* Acting as point of contact for all enquiries relating to all outreach programmes
* Managing the recruitment of participants to specific training programmes and keeping records of participants, seeking required data for them to participate in training programmes
* Creating and maintaining contact lists and group emails as appropriate
* Developing and maintaining the school website ensuring specified areas of the school website are current and relevant
* Liaising with counterparts across the Teaching School areas (Barnet, Brent and Enfield) to ensure that deadlines are met for marketing and recruitment as well as any contributing to any central records including online through Steplab
* Liaising with the appropriate bodies (eg Ambition, NWLTSH) re issues with access to Steplab
* Coordinating the training calendar for training events/programmes at The Compton and Barnet Education and Learning Service
* Monitoring requests for mentor 1:1 coaching, arranging appointment times and liaising with the identified coaches
* Responsibility for the training room, in terms of managing resources maintaining a professional learning environment and setting up for meetings/training
* Liaising with catering staff to ensure quality refreshments linked to all aspects of the school’s training commitments
* Liaising with partner schools to ensure that they are aware of the training calendar including reminders of dates
* Registering participating teachers/colleagues for, and attending, all training events as they take place
* Identifying who has not attended training and arranging any suitable catch up (in liaison with the delivery leads)
* Setting up links to online training for any training events taking place online rather than in person
* Making available any materials, electronically and/or in hard copy, linked to training events to facilitators and participants
* Supporting with the evaluation of training events/programmes.
* Creating a flag for those schools not engaging i.e. identifying patterns and alerting providers
* Liaising with the other agencies eg Appropriate Bodies, as appropriate

**Promotion of schools and local authority**

* To make a positive contribution to the life of the school and exemplify the school vision and values
* To promote, advocate and follow all school policies, and BELS policies**.**

Safeguarding Children:

This school is committed to safeguarding and promoting the welfare of children and young

people and expects all staff and volunteers to share this commitment. This post is subject to

DBS Barred list and Enhanced Disclosure checks.

**General**

* This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out
* Such duties and responsibilities may be updated from time to time to reflect any changes made by the Teaching School
* Much of the work undertaken is of a highly confidential nature. The post holder must at all times maintain confidentiality, eg, data, references and other personal data
* The post holder must be aware of and understand the School’s Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy (and the Safeguarding Policy of BELS)
* The post holder must be aware of and understand the School’s Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy (and the Equality Policy of BELS)
* The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies.