

Job Description

Job Title:	Learning Support Administrator
Line Manager:	Director of Learning Support
Salary:	Band D (Points 7 to 10)
Hours:	37 hours per week, term time only
Job Purpose:	To provide essential administrative support to the department and support to those students who would otherwise be disadvantaged by their learning difficulties and/or physical and/or emotional disabilities.

MAIN RESPONSIBILITIES:

To provide administrative support to the department as directed by the Director of Learning Support including:

- Undertake exam access arrangements administration in liaison with the Exams Department
- Support the department with transition and arrange visits and tours for prospective students
- Creating profiles for high needs students
- Administering annual reviews which will include arranging meetings, inviting professionals, completing essential paperwork and liaising with HCC.
- Organise the testing for Exam Access Arrangements within College.
- Liaise with local schools to obtain SEN information and Exam Access Arrangements Form 8s and process information as per JCQ guidelines.
- Act as point of contact with Local Authority and arrange visits for Specialist Teacher Advisors and with other external support services.
- Coordinate the loan of equipment to students.
- Receiving and making telephone calls from those enquiring about Learning Support.
- Dealing with enquiries from students, parents and staff.
- To participate in appropriate calendared meetings including Parents' Evenings, Open Evenings, Enrolment and similar directed events
- Any other duties required by the Principal, which are reasonable within the remit of the post.

PERSON SPECIFICATION	Essential	Desirable	Method of assessment
QUALIFICATIONS / TRAINING			
<ul style="list-style-type: none"> Have a good all-round education to advanced level 	√		A
<ul style="list-style-type: none"> Hold formal support qualifications 		√	A
EXPERIENCE			
<ul style="list-style-type: none"> General Administrative experience 	√		A
<ul style="list-style-type: none"> Working with young people 14 -19 age range 		√	A
<ul style="list-style-type: none"> Working in learning support 		√	A
KNOWLEDGE SKILLS & ABILITIES			
Knowledge of:			
<ul style="list-style-type: none"> Demonstrate commitment to safeguarding and promoting the welfare of children and vulnerable adults 	√		I
<ul style="list-style-type: none"> Google suite 		√	I
<ul style="list-style-type: none"> Working with 14 - 19 age group 		√	I
Ability to:			
<ul style="list-style-type: none"> Communicate effectively 	√		I
<ul style="list-style-type: none"> Undertake a range of administrative tasks using Google docs and sheets and bespoke Databases 	√		I
<ul style="list-style-type: none"> Support learners effectively 	√		I
<ul style="list-style-type: none"> Work independently and as part of a team 	√		I
<ul style="list-style-type: none"> Be assertive and able to work on own initiative 	√		I
<ul style="list-style-type: none"> Act with tact and diplomacy 	√		I
Skills:			
<ul style="list-style-type: none"> A commitment to a quality approach to the provision of services to users and to the implementation of equality and diversity. 	√		I

The working hours of the post-holder will total 37 each week and will be from 0830 to 1630 with a half-hour break for lunch included within that time. On Fridays, the day will finish at 1600