



# Launceston College

Part of the Athena Learning Trust



## Applicant Pack

Reflection Admin Support



**ATHENA**  
LEARNING TRUST

<b>Job Title: Reflection Admin Support</b>	<b>Start date: Immediately</b>
<b>School base: Launceston College</b>	<b>Contract type: 30 hours per week, term time only</b>
<b>Closing Date: Friday 4<sup>th</sup> November 2022</b>	<b>Salary: Grade B1-3, £9.90 per hour £19,099 per annum FTE, £12,809.02 per annum actual salary (salary review pending)</b>
<b>Interviews on: Tuesday 8<sup>th</sup> November 2022</b>	<b>Contract term:</b>

## Our Trust

Launceston College is part of Athena Learning Trust alongside Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

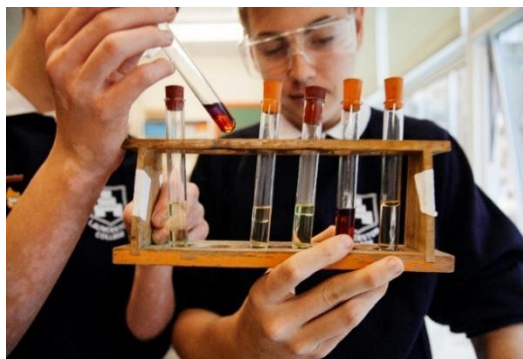
We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

**We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.**

**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**



## Our College

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall. The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the College who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

We believe that students should have all their achievements recognised, acknowledged and given credit; no child, however, should ever take away another child's right to a high-quality education. The College is therefore run in a well-disciplined, orderly and respectful manner; we have rules and we expect students to follow them. Our very high expectations for standards of behaviour from all students were recognised by Ofsted in their most recent inspection who judged the behaviour of our students to be "outstanding".



We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



## **Job Description:**

**Job Title: Reflection Admin Support**

**Responsible to: Assistant Principal**

- Demonstrate consistently high standards of teaching.
- Have a passion for vocational learning.
- Be a high-quality leader with the ability to inspire, lead and empower staff and pupils to perform and achieve their best.
- Provide clarity, direction and accountability for key areas and departments within the Faculty.
- Organise, break down, and prioritise solutions to complex challenges, through personal effort, experience, and by delegating effectively to others.

### **Main Purpose of Job:**

To provide effective and efficient administrative support to the Student Support Team.

### **Main Duties and Responsibilities:**

- Using the schools computerised system (SIMS), Class Charts and Google to maintain accurate records of student behaviour and support.
- To communicate with the wider College on matters relating to student support.
- To support students on entry to Reflection.
- To communicate with parents, County and other agencies, as required.

### **To support other members of the admin team:**

- To support the organisation of Reflection and Student Support areas.
- To support the administration of all necessary data and communication, linked to student support.
- To support with the organisation of support meetings for students.
- To help write and develop Student Support Plans, where necessary.
- Have oversight of all information relating to student support and linked communication.
- To support organising and administering the daily/weekly information around behaviour, including providing updates, briefings, liaising with County, parents, etc.
- To assist and cover in the absence of other admin staff in the following:
  - Exams admin
  - Information and Guidance (IAG) and CPD/PD admin
  - Faculty admin
  - HR admin
  - Adventurous Learning Week admin
  - EVC admin
  - Careers/Work Related Learning admin

- Attendance
- Student data admin (SIMS)
- Timetable and rooming changes

**General:**

- Administrative tasks, including word processing, maintaining spread sheets, preparing resources.
- Liaising with outside agencies to make bookings as directed by pastoral or faculty staff.
- Receiving and prioritising telephone calls, dealing with them appropriately, including accurately recording messages and sharing with the appropriate staff. Responding to queries including prioritising issues and investigating queries.
- Minute taking at key meetings.
- To sort, distribute and administer incoming and outgoing mail.
- Photocopying and document collation.
- To maintain accurate and comprehensive filing systems.
- To undertake a lunchtime supervisory duty on a daily basis.
- To undertake reception cover and welcome visitors as required.
- To be first aid trained and to cover the College first aid requirements as necessary.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including Safeguarding, the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

**Person Specification**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Practical experience of Microsoft office suites (work, excel and powerpoint), e-mail & other office electronic applications. Experience of preparing documents from materials provided by staff/managers.	Relevant work experience within a school/ college environment.  Experience of SIMS.	Application form/ interview

<b><u>Education &amp; Training</u></b>	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English.	Attainment of level 3 qualifications or equivalent (e.g.: A Levels, AVCE).  OCR level 2.	Application form
<b><u>Special Knowledge &amp; Skills</u></b>	Good typing and word processing skills.  Good oral & written skills.  Excellent organisational skills.  Excellent communication skills.  Excellent inter-personal skills  Good judgement and an ability to assess situations, prioritise and delegate.	Minute-taking skills.	Application form/ interview  Typing/word processing test
<b><u>Any Additional Factors</u></b>	Professional, tactful & sensitive.  Discreet & confidential  Ability to work on own initiative and within a team.  Enjoys working with young people.		Interview

## To apply:

To apply for this job, please complete the application form: (provided in two formats below):  
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

### **Safeguarding Statement:**

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.