

## Job Description Template

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**Post:** Faculty Admin Assistant – Behaviour and Learning

**Accountable to:** Behaviour Manager

**Grade/Range:** Local Government Pay Scale, Scale 3 Point 5-6

**Salary:** £26,193-£26,625 pro rata (Actual salary £11,075 - £11,258 per annum)

**Working Pattern:** 17.5 hours per week, Term time only (39 weeks)

**Location:** Hackney

**Disclosure level:** Enhanced

**Responsible for:** Behaviour Administration

### Main Purpose

- To provide administrative support to the Director of Learning, Head of Learning and the Pastoral Team in administrative, display and student support functions, including all aspects of Behaviour and Learning.
- To assist in the provision of an efficient and effective administrative, clerical and student support function for the Academy including the maintenance of effective administrative systems.

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### Key Accountabilities

#### Administrative Support to Behaviour Mentor and Pastoral Team

To ensure that the Director of Behaviour and the Pastoral Team are supported with administrative duties to ensure focus remains on delivering high quality behavioural support. This will include providing the following administrative and student support services to an identified subject area (or areas):

- Communication with parents via e-mail, phone and letter.
- Managing resources including filing, copying, ordering, storage and recording of stock – scanning relevant information.
- Supporting display by designing, mounting and refreshing displays.
- Word processing including taking and distributing minutes from meetings.
- Managing and collating data - producing SIMS reports as required.
- To monitor, create and manage reports of detentions from SIMS.
- To regularly update the exclusion trackers and SIMS with behaviour events.

#### General Administration and Maintenance of Pupil information

- To bring about continuous and effective delivery of service to staff relating to Behaviour and Learning.
- Collating of documents to be sent to parents, governors, pastoral team etc. and distributing them as appropriate.
- Helping ensure relevant data is circulated to staff areas – Pastoral Team.
- Providing assistance with the school main database – SIMS.
- To maintain a high degree of confidentiality with regards to staff and student issues.

- To establish constructive relationships with parents and carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- To create behaviour information to support the pastoral team – E.g. B-List/House mail.

#### Other Responsibilities

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Uphold the academy's behaviour code and uniform regulations.
- Attend team and staff meetings.
- Supporting students, working one to one with students.
- Undertake other reasonable duties commensurate with the post.

#### Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

#### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

#### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
<b>Experience, Skills and Knowledge</b>		
Ability to provide high-quality outcomes	✓	
Able to provide high-quality administrative support	✓	
Experience of using SIMS or similar database	✓	
Experience of dealing with the general public	✓	
Experience of dealing effectively with parents, staff and students		✓
Experience of setting up, maintaining and running a range of administrative systems	✓	
General School office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time	✓	
Awareness of various strategies that can be used to manage behavioural issues with young people	✓	
<b>Personal Qualities</b>		
Ability to problem solve	✓	
Attention to detail	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to work well as part of a team	✓	
Ability to contribute towards strategic thinking about behaviour systems	✓	
Ability to use ICT effectively	✓	
Ability to use databases, including accurate input and maintenance	✓	
Ability to take messages and follow up where necessary	✓	
Commitment to personal career development	✓	
<b>Other</b>		
Safeguarding and Child protection policies and procedures	✓	

Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	
Awareness of various strategies that can be used to manage behavioural issues with young people	✓	