

ROLE PROFILE

Job Title:	Learning Support Administrator
Responsible to:	Special Educational Needs and Disabilities Coordinator
Responsible for:	N/A
Salary:	£24,015 - £24,280 Pro Rata (£19,471 - £19,686 Per Annum) Scale 3, Points 17 - 20
Hours per week:	30
Weeks per year:	52
Conditions of Service:	Callywith College Trust
Academic or Support:	Support

Key Purpose of the Role:	To offer administrative support to the SENDCo / Assistant SENDCo
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Primary Tasks:

To provide administration and data entry duties in addition to secretarial duties.

To liaise with the Exams Team, Admissions Team, Student Services and First Aid.

To provide administrative support for SEND.

Provide support with the Exam Access Arrangements process.

Collate, update and circulate information relating to interviews, SEND information, medical information, EHCPs and risk assessments and provide support to these activities.

Prepare documents using a variety of different sources e.g. word-processing, spreadsheets, databases.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

To perform general administrative duties such as spreadsheet entry, word processing, printing, scanning photocopying and filing, ordering and various other duties associated with the effective support of the Learning Support area.

Utilise College systems for student data input and editing, for document storage and updating, and for information sharing across the teams.

Support the SEND / Learning Support Team with the co-ordination of calendars, timetables and activities.

To communicate effectively with staff, students, parents and external clients, where appropriate

To liaise with schools and other examination centres.

Receive and prioritise incoming mail.

To undertake such cross-college responsibilities as may from time to time be ascribed to the post.

To respond flexibly to the varied requirements which will inevitably emerge in the process of developing the scope of the department.

COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

Performance and Development

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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PERSON PROFILE

LEARNING SUPPORT ADMINISTRATOR

Ideally, the person appointed will have the following skills and experience:

- A significant amount of experience of working within administrative/secretarial roles.
- Excellent organisation skills and the ability to work well in busy environments.
- A pro-active approach to work with the ability to work using your own initiative.
- An enthusiasm for working with young people and a real desire to provide an excellent service for learners.
- Ability to work flexibly across the day to meet the needs of the teams including attending meetings and providing cover.
- Accuracy in handling data and careful attention to detail
- Excellent communication skills, both written and oral communication skills
- A high level of IT skills including experience of working with spreadsheets, databases, calendars, e-mail and the ability to apply IT solutions imaginatively to paper based and administrative tasks.
- Ability to deal sensitively and fairly with people.
- Proven track record of team working.
- An awareness of and interest in education and learning support would be beneficial but not essential.
- A familiarity with Education Health Care Plans and terminology would be desirable but not essential.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

CALLYWITH VALUES

CHOSEN BY STAFF
AND STUDENTS, **OUR
VALUES REPRESENT
THE VISION, MISSION
AND CULTURE OF
CALLYWITH COLLEGE.**

