

## Role Profile: Learning Support Administrator

### Purpose

To provide a pro-active and professional administrative service to the Learning Support Department. To assist in promoting the education and welfare of pupils, having regard to the aims and objectives of Downsends School and its policies.

### Key Accountabilities

#### Relationships

The post holder is responsible to the SENCO and works closely with other members of the Learning Support department. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents and support staff, including peripatetic staff and outside agencies

#### Standards and Quality Assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. To attend INSET days and participate in training and other learning activities and performance development as required.
4. To participate in arrangements made for appraisal

#### Learning Support Administration

1. Responsible for maintaining and filing all Learning Support communication
2. Responsible for maintaining all pupil files within the Learning Support Department
3. Schedule meetings with parents of pupils with SEN
4. Responsible for ordering necessary resources for the Learning Support department
5. General administrative duties to ensure the smooth running of the Learning Support department.
6. Exam Access Arrangements

#### Timetables

1. To manage Learning Support tutor room allocation and timetables
2. Liaise with the Curriculum Manager to arrange examination timetables.

#### Register

1. To accurately update and maintain the SEN & EAL register

#### Support for the School

1. To assist the SENCO to ensure the smooth running of the Learning Support department
2. Be aware of and comply with policies and procedures relating to child protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner
3. Appreciate and support the role of other professionals
4. To undertake additional duties as required.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• An adaptable approach to work and management of workload;</li> <li>• Ability to define priorities and work with minimal supervision;</li> <li>• An ability to work with confidential and sensitive information;</li> <li>• A capability to remain calm under pressure;</li> <li>• Attention to detail and high level of accuracy;</li> <li>• Excellent communication skills (oral, written and use of ICT);</li> <li>• A cheerful and well-presented person;</li> <li>• Eager to learn and attend INSET as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• A keen and self-motivated administrator, who wishes to be a committed team member in a successful school;</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• outstanding and efficient administrator with good organisational skills;</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Aware of Health &amp; Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health &amp; Safety policy</li> </ul>	<ul style="list-style-type: none"> <li>• A solid knowledge of the needs of pupils with special needs;</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• An understanding of the nature of independent education and of the high expectations therein;</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of the nature of the School and prepared to commit to its all-round ethos.</li> </ul>

**Key Stakeholders:**

**Internal – Pupils, staff**

**External – Parents, Outside support agencies/councils**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

**Signed:** .....

**Name (print):** .....

**Date:** .....