



CHESTNUT GROVE JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT/ MENTOR FOR THE LEARNING SUPPORT CENTRE

Grade:	Scale 4 (point 7-10)
Contract:	Permanent Term time only (39 weeks a year) 36 hrs pw (excl: meal breaks) 08.00 – 16.00
Conditions:	Support Staff National Pay & Conditions
Reports To:	The post is professionally responsible to the Headteacher but will report to and be directed by the Assistant Head in charge of the Learning Support Centre on a day-to-day basis.
Location:	In the Learning Support office but may be asked to work elsewhere within the school, if necessary.

Context

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

Purpose of the job

Responsible, under the instruction or guidance of the Assistant Head in charge of the LSC, to provide general administrative support and student support for the Learning Support Centre.

Main Responsibilities

1. Organisation /Communication

- To organise and disseminate information about students Pastoral Support Programmes (PSPs).
- To communicate with parents about the arrangements for students in the Learning Support Centre.
- To communicate with students, staff and parents about the detention systems within the school.

- To contact parents and outside agencies as directed by the Assistant Head in charge of LSC, for the PSP and managed move meetings.

2. Administration

a) To process the administration involved with students within the Learning Support centre. This includes.

- Arranging and taking minutes for integration and reintegration meetings.
- To provide regular, specific reports on progress and targets for both staff, outside agencies, parents and students when required.
- To provide managed move data for the borough every month
- To keep an up to date record of all managed moves and ensure student information is accurate on Bromcom for Census.
- Sending out and putting together the detention collection list for the Academy detentions
- To oversee the offsite provision, arranging off sites for students in the Academy and for the schools in the consortium.
- To organise the daily reflection room list and disseminate to staff.
- To provide general administrative support e.g. photocopying resources, filing, completing routine forms, responding to routine correspondence etc.

b) To process the administration involved with students on Pastoral support programmes. This includes:

- Distributing and collating CISS forms
- Arranging PSP meetings, contacting parents, LEA & Outside agencies.
- Arranging regular meetings with PSP students and Inclusion Advisor
- To organise materials for meetings, taking minutes and distributing them accordingly.
- Collate and prepare PSP summary report for the head teacher's disciplinaries and confirm meetings with parents.
- Collate and prepare the PSP information and behavior logs for exclusion reports.

c) To process the administration involved with students on a managed move. This includes

- To attend managed move meetings when required, and disseminate information to key staff.
- To arrange managed moves in and out / collate all relevant information and send to relevant parties.
- To help sort out options for KS4 students and ensure timetables are correct and ready on first day.
- To agree new tutor with RSL and ensure student details is on Bromcom

3. Student support

- To deliver mentoring support for the PSP students (five hours per week)
- To use strategies, in liaison with the teacher, to support students to achieve learning goals.
- The ability to plan, organise, assess, monitor and evaluate in order to support student progress.

- To monitor students responses to learning activities and accurately record achievement/progress as directed.
- To provide detailed and regular feedback to teachers on student achievement, progress, problems etc.
- To promote good student behavior, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behavior.
- To provide student support and a 'safe' place in times of need.
- To coordinate provision for a range of students and staff and ensuring there is a good level of inclusion for all students.
- To help collect students for Reflection and oversee the offsite student.
- To organise work for students in Reflection and for offsite students
- To offer tutor time for targeted PSP students and support additional activities that encourage student interest and motivation.

4. Resources

- To operate relevant equipment and ICT packages (e.g. Word, Excel, databases, spreadsheets, and internet).
- To maintain stock and supplies, cataloguing and distributing as required.
- To undertake general financial administration, e.g. processing orders and invoices as required.
- To support other LSC mentors, ensure PSP reports are with students in the mornings and provide support when needed.
- To update mentors with new behaviour logs and keep a record of offsites and suspensions for students on PSP

5. Other Key Responsibilities

- To undertake medical room duties as directed by the Office Manager
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and working together in relation to child protection and safeguarding children, young people and vulnerable adults.
- To be aware of the principles of safeguarding as they apply to vulnerable children
- To be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other administrative duties in the school if directed and to comply with any reasonable request from the Headteacher or SLT to undertake work of a similar level.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

PERSON SPECIFICATION:

Qualifications, experience and knowledge.

Mandatory:

- Minimum Grade C (4) in English and Maths GCSE
- Experience of working in a busy administrative environment at a similar level.

Desirable:

- Demonstrable experience in delivering effective administrative and organisational skills.
- Previous school experience
- Successful completion of a requisite first aid course
- Experience of working with children.
- Experience of working within an educational environment.
- Knowledge and understanding of school systems and the importance of effective administration.

Competencies & Skills

- Excellent ICT skills and knowledge of software (e.g. Word, Excel, E-mail, Internet, BROMCOM etc);
- Excellent oral and written communication skills;
- Excellent organisational and administrative skills;
- Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail;
- Excellent time management skills, able to work under pressure while maintaining own effectiveness, meeting and negotiating deadlines.
- Good interpersonal and skills;

Personal attributes

- The ability to be pro-active within a team, working effectively with a range of styles and personalities;
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information;
- Confidence and assertiveness in dealing with staff, students and parents, at all levels.
- Willingness and ability to be adaptable and work flexibly, when required.
- The ability to empathise and communicate with young people.
- Ability to display resilience under pressure.
- An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi -skilling and the need to ensure a collaborative approach to all aspects of work.

Any significant changes to this job description will be discussed with the individual.