**Job Description**

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| **Post:** | **Administrative Assistant (Student Support)** |
| **Salary/Grade:** | **Grade 4**  **Full Time (36 hours per week, Term Time Only)** |
| **Responsible to:** | **Director of Engagement and Achievement** |

**Main purpose of the post:**

* To support students in relation to academic progress through the coordination of the college’s Study Plus system and provide administrative support to the Senior Tutor team, thereby enabling the college to meet its targets for attendance, retention, achievement and high grades.

## **Main duties:**

# **Operational/Strategic Planning**

* 1. Contribute to setting standards in the Senior Tutor team’s annual pastoral self assessment report and action plan in line with the college’s planning and quality assurance procedures.
  2. Contribute to college targets in relation to attendance, retention, achievement and high grades, through co-ordination of the college’s Study Plus system - from referral to completion.

# **Teaching/Training**

This is a non-teaching position.

# **Curriculum Provision and Development**

This is a non-teaching position.

# **Staffing**

* 1. Build strong working relationships with teaching staff and Senior Tutors as well as other cross college support teams (i.e. Inclusive Learning) to ensure high quality and coherent services for students with regards to Study Plus processes/procedures.
  2. Work collaboratively as part of the Senior Tutor team to share good practice and contribute constructively to discussions about strategies to further improve attendance, retention, achievement, high grades and support for students.
  3. Work closely with Senior Tutor Managers in providing administrative support for activities associated with the Senior Tutor team.
  4. Provide administrative cover for tutorials where full cover cannot be arranged within the Senior Tutor team.
  5. Provide administrative support for the Senior Tutor who is responsible for the Student Council.
  6. Participate in continual professional development to enhance and share good practice.

# **Students**

**Tracking, monitoring and supporting students**

* 1. Engage with and supervise students in Study Plus sessions, ensuring that registers are taken promptly, students are on task and the learning space is calm, encouraging and productive.
  2. Utilise all data available via college systems (e.g. attendance, absence records, pastoral log, contact information and text messaging service) to distribute reminder notifications to students and to follow up absences, ensuring high levels of attendance/engagement with Study+.
  3. Record feedback on student progress to teachers, Senior Tutors and support services via college systems (i.e. Cedar).
  4. Follow up persistent student absences with Senior Tutors/Senior Tutor Managers, so that alternative interventions can be considered.

## **Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.

## **Discipline**

* 1. Take responsibility for promoting good standards of behaviour and conduct by implementing and monitoring/reporting breaches of student conduct and discipline in conjunction with the Student Conduct, Behaviour and Entitlement Policy.

# **Learner involvement**

* 1. Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learners’ needs.

# **Quality Assurance**

5.8 Contribute to the Senior Tutor team’s annual pastoral self-assessment report and quality improvement plan in line with the college’s planning and quality assurance procedures.

5.9 Participate in the College’s appraisal system in having an annual/mid-year review meeting with your line manager.

# **Equality and Diversity**

* 1. Promote equality, diversity and inclusion through the role.
  2. Create a purposeful, positive and supportive working environment, sensitive to equality and diversity, and ensuring that users of the service are treated with care and consideration.

# **Management Information and Administration**

* 1. Administer and process Study Plus referrals from teachers and Senior Tutors.
  2. Generate daily registers of attendance for Study Plus and complete these promptly and accurately.
  3. Maintain accurate records of student progress to teachers, Senior Tutors and support services via college systems (i.e. Cedar).
  4. Utilise all data available via college systems (e.g. attendance, absence records, pastoral log, contact information and text messaging service) to distribute reminder notifications and to track/monitor students referred into Study Plus, ensuring high levels of attendance/engagement.
  5. Work closely with Senior Tutor Managers in providing administrative support for activities associated with the Senior Tutor team.

# **Communications**

* 1. Attend college events, briefings and meetings as part of the college’s meeting schedule.
  2. Use the college’s systems, policies and procedures to communicate issues as necessary.

# **Marketing and Liaison**

* 1. Contribute to the marketing and promotion activities of the college and the Senior Tutor team.
  2. Assist at events organised by the Marketing and Admissions team.

# **Other**

* 1. Contribute to the College mission and ethos, and support the aims and objectives of the college.
  2. Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the college.
  3. Undertake any other duties of an equal nature as assigned by the Center Principal or her designated alternate.