**JOB DESCRIPTION**

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| **Job Title** | Learning Support Administrator |
| **Salary Scale/Grade** | Grade 4 Sup 4 £20,506.11 |
| **Responsible to** | Learning Support Administrator |
| **Date of Job Description** | April 2023 |
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| **Purpose**The Learning Support Administrator is responsible to the Learning Support Manager providing high quality administrator support to the Learning Support department, to manage the administrative workload of the Service effectively, undertaking a variety of tasks which leads to enabling an efficient and auditable record of the area in order to enable the College to meet its objectives. Team working and communications within an overall approach that values people will be of key importance. |
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| **Main Duties and Responsibilities:*** Provide a high level of administrative support across the Learning Support area which includes all 4 campuses:
* Arranging appointments and preparing for meetings and events.
* Typing correspondence and preparing reports as required
* Taking minutes of cross college support meetings as required and ensuring the distribution of said minutes.
* Maintaining an effective filing system, paper based and electronic, ensuring confidentiality where necessary.
* To maintain procedural records and the collation of student and staff tracking documentation within Learning Support
* To maintain and monitor processes, including SPLD, ISNs, Hold spreadsheet
* To assist with the planning of effective and efficient assessment of students with learning difficulties and disabilities prior to interview for mainstream and discrete programmes
* To be involved with staff development programmes as appropriate.
* To support administrative requirements of the Learning Support Manager and SEND Team Leaders
* To support and train the Learning Support Admin Apprentice
* Undertaking other duties, as commensurate with the post.
* NB this list is not exhaustive but is a comprehensive indication of responsibilities.

**Quality, Standards and Compliance:**Continuous Improvement.* To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
* To attend and participate in monthly team meetings
* To work as part of the team to create an inspiring environment with an open communication culture
* To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

Personal Development* Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College’s aims.
* Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
* Complies with the College’s Code of Conduct for employees and any regulations which apply to the role/work area
* To achieve Level 3 Business Administration

Diversity and Inclusion and College values* It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities* It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to Data Protection and confidentiality

Health & Safety* The post holder will undertake their duties in full accordance with the College’s Health and Safety policies, procedures and risk assessments
* Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties* To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.
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| **GENERAL:**The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.  |

**PERSON SPECIFICATION**

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| **Job Title** | Learning Support Administrator |
| **Department** | Learning Support |
| **Salary Scale/Grade** | Grade 4 Sup 4 £20,506.11 |

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| **Criteria** | **Description** | **Essential Desirable****(E/D)** | **Assessed By Application Interview Test** |
| Education & Qualifications | A good standard of basic education (Maths and English GCSE grade 4 or equivalent) | E | A |
| An overall good standard of education | E | A |
| Experience | Experience of working in an administrative role | E | A/I |
| Good IT Skills and proficient user of MS Office applications | E | A |
| Experience of taking a high standard of meeting notes | E | A/I |
| Experience of collating necessary meetings ensuring process and paperwork is arranged | E | A/I |
| Skills, knowledge, and competencies | Understanding of the confidential nature of the work required and the ability to support that role with sensitivity and efficiency | E | A/I |
| Good written and verbal skills including the experience of drafting letters, reports and accurate meeting notes | E | A/I |
| Good IT skills including a good working knowledge of the following applications: Work, Excel and PowerPoint | E | A/I |
| Excellent interpersonal skills | E | A/I |
| Ability to work as part of a team | E | A/I |
| Ability to work on own initiative with minimum supervision | E | A/I |
| Ability to meet targets within agreed timescales | E | A/I |
| Excellent organisational skills | E | A/I |
| Personal characteristics | Professional approach to appearance | E | A/I |
| Commitment and loyalty to the College | E | A/I |
|  |  | A/I |
| Professional approach to work and appearance |  | A/I |
| Commitment to excellence and quality |  | A/I |
| Other | A commitment to safeguarding and the wellbeing of learners |  | A/I |
| This post is subject to an enhanced Disclosure and Barring Service check. |  | A/I |
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The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.