



Learning Support Administrative Assistant

Job Purpose

Working as part of a team with the Learning Support department. The role will be providing administrative duties to the SENDCo and Exams Access Coordinator.

Hours

16 hours per week Term Time (35 weeks)

Report to

Head of Learning Support

Contacts

Parents, Pupils, Admin Team, Deputy Head (Pastoral), Deputy Head (Academic), Deputy Head (Staffing, Co-curricular and Operations), PA to the Headmaster, Director of Pastoral Care, Director of Pupil Wellbeing, Heads of Year, Deputy Heads of Year, Form tutors, Director of Sport, Director of Co-curricular activities, Director of Music, Data Manager, ITSS, Pastoral Mentors, Designated Safeguarding Leads and Deputies, Medical Centre Nurses, Chaplain.

Department

Administrative Support

Key Responsibilities & Accountabilities

Specific responsibilities include:

- Providing administrative support to the SENDCo and Exams Access Coordinator.
- Help SENDCo with SEND audit.
- Helping collate evidence for inspection folders for exam access arrangements, including the collection of data protection forms, writing Form 8 and Form 9s .
- Adding student information onto the LS register.
- Contacting students for meetings within the department.
- Help with the literacy screening programme delivery to year 9 and 12 students. Including the upload of data into GL EXACT, printing and analysing results.
- To liaise with teachers getting feedback on students progress within class, for literacy screening and exam folders.
- Being a supportive member of the department for students to interact with when using their time out cards.
- Arranging modifications of papers for Mock, April and end of year examinations.
- Help aid in learning plan reviews
- To be confident in writing and sending out school correspondence to teachers and parents.
- To organise primary school visits for prospective pupils.

Personal Specification

Experience in a similar role is essential and in a School preferable.

- Strong organisational, time management and administrative skills with flexibility to adapt to changing workloads.
- Excellent communication and interpersonal skills with experience of interacting well with people at all levels
- Excellent level of English with a meticulous eye to detail.
- Ability to organise and prioritise daily work schedules inline with other team member
- Ability to work on own initiative whilst able to ask for assistance as required.

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- Resourceful (able to undertake directed research).
- Experience of working independently and as part of a team;
- Experience of using computerised database systems and the ability to analyse data.
- Personable with a positive and enthusiastic attitude.
- Willingness for continuous personal development.

Safeguarding

- To adhere to the School's Safeguarding policy which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS;
- To deal with sensitive and confidential information discreetly and appropriately;
- To register students in support sessions or activities;
- To take time to know key students on the LS register who may require a sensitive approach.
- To follow the School's Social Media policy and IT acceptable use policy at all times. If a member of staff takes a photo of a student for legitimate school use on a personal device (and there is no other means of taking the image), this should be uploaded straight away to the google drive and then deleted from the personal device;

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Learning Support, Rose Coates

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