

## JOB DESCRIPTION

Job Title: Teaching & Learning Administrator

Department: Administration

Responsible to: Vice Principal, Curriculum, Teaching & Learning

Job Grade: Band 6

Hours: 37 per week term time plus 1 week holiday working

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### Job Purpose

To provide support for Teaching & Learning Team, delivering an effective administration service in line with administration procedures and academy policies

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### Main Tasks

- To provide administrative support to the Teaching & Learning Team, including collating reports, correspondence and other relevant documentation
- To organise and administer Curriculum, Teaching and Learning Quality Assurance in a timely and efficient manner
- To use own initiative and prioritise workload, deal with telephone calls/correspondence and arrange meetings accordingly for the Teaching & Learning Team
- To produce reports (using academy MIS system) and related material, maintaining high levels of quality assurance for all documents
- To lead administratively on processes for all T&L events and administration tasks
- To support T&L Team on events, evenings as required
- To review and chase relevant staff when deadlines are imminent on projects
- To maintain confidentiality at all times
- To take an open-minded, proactive approach to supporting the Academy in its aims to provide all students with an exceptional learning experience

### Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

### Job Title: Teaching and Learning Administrator

	Essential requirements	Desirable requirements
Qualifications	<ul style="list-style-type: none"> <li>GCSE Grade C and above in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in data or systems management/administration</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>Extensive experience of administration processes</li> <li>Wide-ranging and confident use of various IT applications including databases, spreadsheets and management information systems</li> <li>A working knowledge of safeguarding and pastoral care in a school setting</li> <li>Willingness to support with first aid/medical cases during busy periods and willingness to undertake and maintain relevant training</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school setting.</li> <li>Knowledge of schools' systems.</li> <li>Experience in using Google Suite</li> <li>An understanding of the Pupil Premium Grant funding</li> <li>Current first aid training</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent literacy skills.</li> <li>High level of accuracy.</li> <li>Methodical with an outstanding attention to detail.</li> <li>High levels of organisation</li> <li>Confident in managing own time and prioritising tasks accordingly</li> <li>Excellent IT skills.</li> <li>Confident and proficient in the use of databases and management information systems</li> <li>Good interpersonal skills with the ability to relate to students and staff.</li> <li>Excellent communication, interpersonal and organisational, planning and prioritising skills.</li> <li>A strong team member who will work in partnership with all stakeholders.</li> <li>The ability to work on your own initiative.</li> <li>The ability to remain calm under pressure.</li> </ul>	

<p>Personal Characteristics</p>	<ul style="list-style-type: none"><li>• Belief in inclusion and achievement for all children.</li><li>• A passion for learning and high expectations of children's achievement and behaviour.</li><li>• Be confident in dealing with sensitive challenges and work closely with the children and their families</li><li>• Be reflective and take responsibility for your own professional development.</li><li>• Good sense of humour</li><li>• Willing to support other departments when necessary</li></ul>	
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