

Job Description – Student Support Administrator

About the role

- Job Title:** Student Support Administrator
- Salary:** £22,000 - £25,000 (pro-rata term time only) (depending on experience)
- Contracts :** Permanent
- Hours:** Full time 37 hours p/w, 07:45 - 16.00 Monday-Friday
- Start Date:** As soon as possible after the Easter break

Job Description

Attitudes and Disposition

- Provide administrative support and assistance with regard to pastoral matters to the Inclusion Leader/SENDCo, and the Directors of Progress and Achievement
- Work flexibly and efficiently as part of the Support Team and liaise closely with other team members
- Maintain absolute confidentiality in all School-related matters and to prevent disclosure of information on sensitive issues
- Maintain a calm, positive, flexible and professional approach when dealing with staff, students, parents and carers
- Maintain a tidy and organised working environment conducive to efficient working practices
- Attend training, courses and meetings as necessary, and participate fully in appraisal processes

Key Tasks:

SEND Administration

- Providing administrative support to the Inclusion Leader/SENDCo
- Maintaining the hard- and soft-copy records of all SEND students; documenting interventions, reviews and outcomes
- Working with the School's LSAs to gather information about student progress and updating parents, carers and other stakeholders as appropriate
- Updating the SEND Register and SEND Provision Map (using MS Excel) as appropriate to ensure that staff can access strategies to aid in planning for students' progress in learning
- Administering Education, Health and Care (EHC) meetings, communicating with attendees and preparing documents pre- and post-meeting as appropriate
- Collecting samples of work from students and liaising with the London Borough

of Tower Hamlets and other bodies as necessary to ensure appropriate access arrangements are in place for all students

- Preparing the paperwork in support of presenting cases for consideration for managed moves and SIP
- Attending key meetings as requested and taking (action/summary) minutes
- Producing CAFs or other paperwork alongside the Attendance and Welfare Officer in preparation for annual reviews and reintegration meetings

Pastoral Support and Administration

- Processing administration in support of the communication and monitoring of student concerns, including the maintenance of a dedicated database
- Be the second point of contact (after form tutors) for students and parents on behaviour/pastoral matters, redirecting parental and student enquiries to the other persons in a timely manner if appropriate
- Assist in maintaining links with home, as well as internal and external support services involved in student welfare
- Assist the Directors of Progress and Achievement to implement positive behaviour management strategies, including the implementation of the School's rewards system
- Undertake lunch-time supervision, monitoring the pupil meal register and acting in cases of anomalous eating habits
- Contact parents notifying them of student detentions and sanctions if necessary
- Assist with the preparation for parents' evenings and other pastoral events involving parents and the community
- Administer the transition of new Year 7 students with the Admissions, Marketing and Fundraising Coordinator
- Provide student references for leavers
- Liaise with the Director of Progress and Achievement to contact external services required for pastoral intervention, booking meetings, drafting letters and keeping diary appointments as needed
- Supervise students writing statements following behaviour incidents
- Provide *ad-hoc* administration support to the Directors of Progress and Achievement with regard to pastoral matters, including filing, copying and scanning relevant documents and data so that they are readily available for meetings

First Aid

- Be a member of the first aid team to provide first aid administration to pupils and staff
- Complete accident and incident log each time first aid is administered

- Liaise with the School Nurse to produce student healthcare plans for students with medical needs

Fire Drill/Evacuation

- Act as a fire warden for school evacuations

General Accountabilities

- So far as reasonably practicable, promote safe working practices by employees and visitors in premises/work areas in which the post-holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the Wapping High's health and safety policy, and codes of practice
- Work in compliance with Wapping High School's codes of conduct, Staff Handbook, regulations and policies
- Be responsible for promoting and safeguarding the welfare of children and young people. All employees will have a responsibility for the children and young people that they will come into contact with
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards
- Carry out additional duties, as the Headteacher may be reasonably request, from time to time

Equal Opportunities

- Ensure that the letter and spirit of the School's policies and ethos are implemented