

JOB DESCRIPTION

POST: Choices Administration Assistant

RESPONSIBLE TO: Head/Deputy of Deep Support

SALARY: Grade 2

Overall Purpose of the Post

To support the management of the Choices room, ensuring established rules and guidelines are adhered to, coordinating the support & provision for students who need assistance in overcoming barriers to learning.

To conduct all administrative duties regarding the choices system, to support the students and the Deep support team.

Main Duties and Responsibilities

- Maintain the Choices room and ensure it provides an appropriate environment for students.
- Co-ordinate and support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.
- Administer appropriate sanctions & monitor the behaviour and progress of students in the Choices room,
- Responsibility for keeping the fixed term exclusion tracker, the Choices tracker and the intervention tracker up to date
- Contact parents, informing them of individual students' behaviour, sanctions or exclusions as part of effective lines of communication between the academy and home.
- To coordinate all sanctions given through the choices system ensuring student lists are provided to staff as to which room they will complete their sanction.
- To liaise with parents, students and staff daily promoting our high expectations for compliance and learning
- To liaise with parents, outside agencies, education welfare and the police regarding confidential/sensitive information and complex issues.
- To provide information as directed for the weekly inclusion meeting
- To work with Heads of Department and other key personnel to organise and implement bespoke packages of work and provide units of work and/or specific skills to support children re-engage with learning.
- To have a sound understanding of technology to support key personnel deliver bespoke learning packages through a blended learning approach. (on and off line)
- Organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available
- To collate and administer exclusion paperwork and update SIMS & tracker
- To support parents and students in crisis informing the appropriate staff
- Provide information, reports and analysis to the Inclusion manager & SLT on student behaviour, choices data & FTE's
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Assist with student needs as appropriate during the academy day.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Developing Self and Working with Others

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To work collaboratively with teaching staff to support students in their learning and the preparation of learning resources
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Attend relevant training and CPD to improve and enhance skill set as directed
- Engage with day to day training to improve knowledge of systems & internal processes

Personal Contacts

External Contractors, suppliers, parents and external agency professionals.

Internal Students, staff, Governors, parents and any other visitors to the Academy.

Variation in the Role

Given the dynamic nature of the role and support structure, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Equality and Diversity

The Academy is committed to equality and diversity for all members of society and will act to discharge this responsibility. Many of the actions will rely on individual staff members embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date

Person Specification

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

The undermentioned criteria is essential unless stated otherwise.

Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 in Administration or relevant equivalent • 4 GCSEs Grade A-C (4-9) or equivalent, including Maths and English • First Aid training or willingness to undertake appointed person certificate in First Aid (desirable) • Child Protection training (desirable)
Experience	<ul style="list-style-type: none"> • Experience of working in an educational environment • Experience of working in an Academy environment (desirable)
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of various ICT/on-line education packages • Effective ICT skills • Ability to relate well to children and adults • Ability to work effectively within a team environment • Ability to promote a positive ethos and role model positive attributes • Excellent administrative skills • Research skills • Excellent communication skills • Excellent numeracy and literacy skills • Be able to maintain confidentiality • Knowledge of SIMS (desirable) • Knowledge of Child Protection (desirable)
Attributes and Qualities	<ul style="list-style-type: none"> • Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy • Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Ability to liaise sensitively and effectively with parents and carers • Willingness to participate in relevant training and development opportunities