Northern Education Trust – Job Description

Job Title:	Expectations for Learning Administrator	**JE Reference:**	JE026
Base:	Thornaby Academy		
Reports to:	Inclusion Co-ordinator	**Grade:**	Grade 3 SCP 7 – SCP 8
Service responsibility:		**Salary:**	£27,274.00 - £27,709.00 FTE, (pro rata £24,096.58 - £24,480.90)
Additional:		**Term:**	37 hours, 39 weeks

JOB PURPOSE

- Under the direction of senior staff, co-ordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning

JOB SUMMARY

1. To be a first response for everyday student problems
2. To investigate reported incidents of poor behaviour
3. To contact parents informing them of individual students' behaviour or exclusions as part of effective lines of communication between the academy and home
4. To liaise with the relevant staff on actions to be taken
5. To administer appropriate sanctions
6. Supporting parents and students in crisis, liaising with identified personnel
7. To arrange for units of work and/or specific skills development with individual students to be provided
8. To monitor the behaviour and progress of these students
9. Organise and provide appropriate work and supervision to these students, and be responsible for them until an appropriate member of staff is available
10. To co-ordinate C5s, liaising with parents, students and staff
11. To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues
12. To provide information, reports and analysis on student behaviour
13. To maintain the Expectations for Learning Room to ensure it provides an appropriate environment for students
14. Promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with
15. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
16. Be aware of, support and ensure equal opportunities for all
17. Contribute to the overall ethos/work/aims of the academy
18. Assist and support the role of other professionals
19. Attend and participate in relevant meetings as required
20. Participate in training and other learning activities and performance development as required
21. Assist with student needs as appropriate during the academy day

22. To comply with the academy's Safeguarding Procedures, including regular liaison with the Designated Safeguarding Person over any safeguarding issues or concerns
23. To comply with academy's policies and procedures at all times

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..