



Northern Education Trust – Job Description

Job Title:	Expectations for learning administrator		
Base:			
Reports to:	Inclusion Co-ordinator	Grade:	NJC Terms and Conditions
Service responsibility:		Salary:	SCP 7 - 11 £19,554 - £21,166 (pro rata to weeks worked)
Additional:	37 hours per week, 41 weeks (term time plus 15 days)	Term:	Permanent

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, expectations 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 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. Appreciate 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.

GENERAL

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

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. 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.

Signed:

Date: