

REIGATE COLLEGE

Job Description for a Learning Support Administrator

Name:

Responsible to: SENCO

Job Purpose: To provide high level administrative support to the Learning Support Department and general administrative support across College

Job Responsibilities:

1 Learning Support

- To carry out administrative duties within the Learning Support Department, including updating the relevant College systems, following up appointments for students, writing letters, emails and reports, filing and taking minutes of meetings
- To provide specific administrative support for the SENCO, Deputy and Assistant SENCO (SENCO Team)
- To assist the SENCO Team in arranging one-to-one sessions for students with Learning Support staff and Trainee Teachers, matching subject knowledge and specialism with student need and timetabled availability, contacting students and updating timetables for both student and staff, as appropriate
- To assist the SENCO Team with the allocation of Learning Facilitators to in-class support, maintaining their timetables and ensuring they available to all staff
- To undertake the administration associated with additional support for Learning Difficulties and/or Disabilities (LLDD) students
- To support students with learning difficulties and disabilities by providing administrative support associated with student assessment and the provision of special arrangements in examinations

2 Student Support Hub

- To oversee the Student Support Hub (P103), taking responsibility for its appearance and maintenance of good order
- To be the first port of call for all students who enter the Student Support Hub, welcoming and guiding them in how to use the area
- To personally assist students in the area and if appropriate, referring them to other College services for support
- To ensure a productive working environment is always maintained in the Student Support Hub and intervene with instances to the contrary

3 Cover

- To organise cover for the absence of Learning Facilitators and teaching staff, maintaining a record of staff deployed

4 Access Arrangements

- To support the Exams Access team in ensuring all information declared regarding any previous Access Arrangements is entered on to CID and appropriate documentation is collated
- To support the Exams Access team in ensuring that all the online applications to the Exam Boards for access arrangements are entered before the deadline. To ensure the concessions are put in place and relevant information is distributed to all parties concerned, including liaison with the Exams Officer
- To provide a plan for students who are undertaking Key Assessments (or similar) and need their own room or a scribe, ensuring Access Arrangements are adhered to
- To invigilate exams as required

5 Education, Health and Care Plans (EHCPs)

- To set up the EHCP Annual review calendar in collaboration with the SENCO
- To set up, distribute and follow up EHCP Outcomes Trackers
- To prepare the required documentation for review meetings
- To submit paperwork to the Local Authority as required

6 General

- To work flexibly at key times of the year in accordance with the operational needs of the College in agreement with the SENCO and the Principal
- To assist in the operations of examinations including exam invigilation and guarding of students
- To ensure all work is conducted in accordance with College policy and GDPR
- To attend and provide assistance on all Open Evenings, for which time off in lieu will be given
- To provide administrative support in other areas of the College as required
- To adopt a flexible approach to administrative duties, for example, covering for absence/sickness in key administrative areas for the College
- To carry out all duties and responsibilities with due regard for health and safety in accordance with College policy and relevant legislation
- To undertake any other particular duties which may be reasonably assigned to you by the SENCO Team or Principal from time-to-time.

Person Specification

The person appointed will be expected to have:

1. An awareness of and responsiveness to, the needs of students in the 16-19 age range and the ability to form good relationships with them.
2. A general awareness of the strategic direction of the College and an understanding of the environment in which it operated.
3. A good awareness of the statutory requirements to support learners with additional needs including EHCPs.
4. Excellent organisational skills, together with a willingness to be flexible and adaptable, according to the priorities of the College at any time.
5. Excellent people skills and an ability to work constructively within a professional partnership with other staff and students, and to establish a good rapport with a range of client groups.
6. Experience of working with students aged 16-19 and an understanding of and empathy with the needs of young adults.
7. A high level of discretion and confidentiality when dealing with sensitive data held in the databases and associated systems in accordance with GDPR.
8. Excellent organisational, interpersonal and IT skills (particularly knowledge of Microsoft Office including Outlook and Excel).
9. Excellent verbal and written communication skills with excellent attention to detail.
10. A knowledge of the 16-19 curriculum.
11. The ability to learn new systems and procedures quickly and implement them effectively.

12. The ability to stay positive and meet deadlines even when working under pressure.
13. The ability to work constructively as part of a team or as an individual.
14. The ability to prioritise and manage workload and respond to complex demands.
15. The ability to use one's initiative and work without direct supervision.
16. The ability to multi-task in a busy working environment.
17. A commitment to personal development, training and equality of rights and opportunities.
18. Confidence in tackling unfamiliar situations and enthusiasm for learning new skill demands where appropriate.

March 2025
LMM

Signed:
Post Holder

Date:

Signed:
SENCO

Date: