|  |  |
| --- | --- |
|  | **Teaching and Learning (T&L) Administrator** |
| Role Title | Teaching & learning Administrator |
| Job Purpose- general | * To provide administrative support for the AHT’s responsible for T&L and CPD in line with the relevant policies and procedures related to T&L in the school, and to provide administrative support for the Dover Deal and Sandwich School Direct Partnership.

*In common with all staff:** Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct.
* To participate in meetings, training other staff development and CPD activities and performance development as required.
* To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.

*Liaising with:** Headteacher, leadership Team, middle leaders, pastoral staff and relevant staff with cross-school responsibilities, relevant support staff.
 |
| Job Purpose - specific | * To publish and update the CPD programme
* Arrange Training/CPD events and bookings including the processing of the Training/CPD evaluations
* To support AHT ITT (Initial teacher training) with the administrative tasks in the appointment and monitoring of the trainee teachers.
* To produce and maintain Teaching and Learning analysis spreadsheets
* To co-ordinate and complete administrative tasks related to School Direct and ITT. To include corresponding with candidates and CCCU
* Arrange and organise lesson observation schedule. To produce evaluative reports following the process.
* To be the key knowledge provider for procedures around funding for ITT.
 |
| Line Manager | *Accountable to/line managed by:*AHT with responsibility for CPD |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | 11 hours per week, term time only.Sandwich Technology School Range 4, Pt 13-14 |
| Name |  |
| Signature |  |
| Date |  |