

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: INCLUSION ADMINISTRATOR

COLLEGE:

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 First point of contact for the Life Centre
- 1.2 Dissemination of relevant information to staff, students and parents
- 1.3 Administration and secretarial services for the Life Centre and Inclusion Teams
- 1.4 Your immediate responsibility is to the Life Centre Manager

All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 All staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the school's principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.

- 2.8 To respond to the requests of teaching staff
- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.10 To carry out other duties as may be reasonably required by the Principal from time to time.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
 - An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – INCLUSION ADMINISTRATOR

- 4.1 Have an overview of the Assistant Vice Principal's and Life Centre Manager's diaries
- 4.2 Provide administration support to the Life Centre and AVP Inclusion.
- 4.3 Contribute to operation of Life Centre functions including working with students at key times during the school day
- 4.4 Administer the school's duty system, liaising with teaching staff and duty team colleagues to support behaviour across the school
- 4.5 Liaise with students, parents/carers, college and Life Centre staff as appropriate
- 4.6 Be the first point of contact for all Life Centre matters and disseminate information to relevant people and follow up actions as appropriate
- 4.7 Contribute to the School's public relations
- 4.8 Maintain accurate records of communications with parents and students
- 4.9 Attend and minute Inclusion meetings
- 4.10 Ensure that accurate communication logs are kept
- 4.11 Produce analytical reports, when requested, which measure the use and effectiveness of the School's behavioural interventions

Note

- 1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.