

ST MARY'S COLLEGE

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE: 4

JOB TITLE: English Faculty
Support Administrator

DATE REVISED: July 2021

JOB HOLDER:

REPORTING TO:
Head of English

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

PURPOSE: To work collaboratively with the Head of Faculty, teaching and support staff to address the needs and progress of students in the English department. To support staff with responsibilities connected to whole-school literacy with administrative tasks. To provide an outstanding administrative and IT support role to the English Faculty. To work closely with all appropriate departments within the College to ensure all aspects of this role are carried out to a high standard.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

- | | |
|----|---|
| 1. | To promote and safeguard the welfare of children and young people. |
| 2. | To provide and be responsible for a high standard of administrative support within the English Faculty. Including keeping records of students attending English revision and homework completion communicating this to Y10 and Y11 teams. |
| 3. | To assist HOF and English staff with collation and data entry. To ensure all data provided is entered accurately and in a timely manner. Update databases / spreadsheets as and when required. |
| 4. | To be responsible for ICT equipment in the English Faculty. To liaise with the ICT department regarding maintenance and problem solving. Ensure that laptops are turned on prior to lessons and recharged as and when necessary. To be responsible for Faculty website as directed by the HOF. |
| 5. | To assist with examination administration. To liaise with the Faculty, Examination team and Heads of Year as necessary and assist with examination administration including checking entries as required. To supervise students catching up on missed exams and invigilate mock exams and NGRT testing. |

6.	To assist with intervention support. Liaise with parents regarding revision sessions. Assist and support teaching staff with intervention, immersive revision and mentoring as and when necessary.
7.	To communicate with HOY's, Y11 team, parents and students using a variety of media, including phone calls, texts, emails, letters and reports etc. To run the English dept. social media and ensure that content is appropriate and varied.
8.	To attend English Faculty CDM meetings and any other appropriate departmental meetings. To take notes as necessary and distribute as directed by HOF.
9.	To manage classroom displays including researching appropriate content and links to SOWs, curriculum and current reading trends. Linking with the LRC and school librarian to ensure that English displays support LRC enrichment strategies and promotion of reading for pleasure.
10.	To be responsible for stock check and auditing of supplies and reading materials. To be responsible for placing orders in a timely manner and maintaining supplies for the Faculty and keeping Resources Room in good order. To maintain a catalogue of department manipulatives and keep a log of their use. To request photocopying and distribute material as needed. To ensure the efficient use of departmental resources by seeking a range of quotations for goods as and when appropriate.
11.	Administrative support for Year 11 immersive mock examinations, collecting data and analysing. To communicate with classroom teachers regarding students that are failing to attend revision sessions.
12.	To take responsibility for supervising the LRC in the absence of the school librarian ensuring appropriate use of the Reading Cloud Library management software and supervising students at break and lunch.
13.	To manage and distribute cover during periods of English staff sickness and to ensure appropriate emergency cover is in place, as and when required. To support with the management and distribution of cover across the school and other departments during periods of extreme staff shortage.
14.	To assist DEC team with the quarterly packaging of School Reports – ensuring that tight deadlines are adhered to and the accuracy of report packaging.
15.	To utilise relevant software appropriately and accurately including creation of UR numbers for new students; use of SIMS to implement staff timetable changes and students set alterations and changes to personal tutors.
16.	Management of the NGRT software including creating student accounts, creating test events, communicating student login details with students and relevant staff; liaising with year teams and classroom teachers to ensure the testing is appropriately organised, set-up systems prior to testing and on the day support.
<p>The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Mary's College, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's H&S policy</p>	
<p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.</p>	

DIMENSIONS:**All sections should be completed – if there aren't any state 'none'****1. Responsibility for Staff:**

None

2. Responsibility for Customers/Clients:

English Faculty staff, students, parents and visitors to the Eng department

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

ICT equipment, English Faculty resources including management or English texts and revision guides

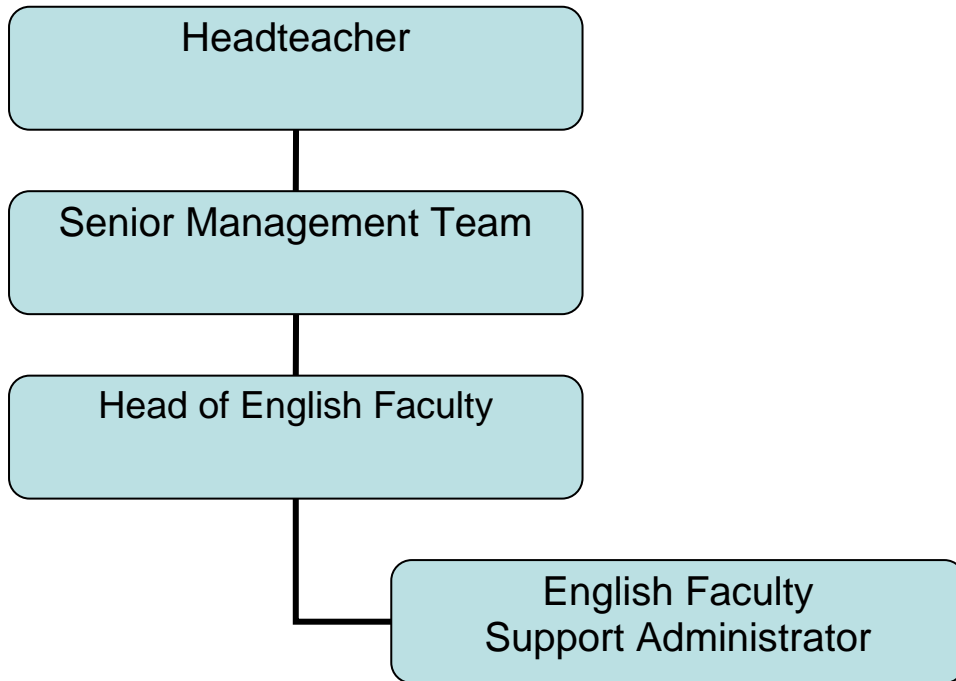
WORKING RELATIONSHIPS:**All sections should be completed – if there aren't any state 'none'****1. Within Service Area/Section:**Provides administrative service to the English Faculty
Parents and students
Visitors to the English Department**2. With Any Other Areas**

To liaise with all other departments, staff within the college

3. With External Bodies to the School

To manage external relationships with external providers that we regularly work with including Hull Truck Theatre, the RSC, English and Media Centre, No More Marking, Digital Theatre and Audiopi.

ORGANISATION CHART:



	<i>Tick relevant level for each category</i>						
	Not applicable	Low	Moderate	High	Very High		Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			X				Movement of books and ICT equipment around the English dept. Hanging wall displays.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	X						
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		X					Nature of the role is reactive and requires postholder to be flexible and responsive.

PERSON SPECIFICATION		Tick relevant column		List code/s*
		Essential	Desirable	How identified
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i></p>				
1.	Qualifications:			
	GCSE's minimum grade C (grade 4/5) (or equivalent grades), or above, in English and Maths.	√		CQ/AF
	GCSE grade C (grade 4/5) or above in ICT.		√	CQ/AF
	Level 1 Safeguarding		√	CQ/AF
2.	Relevant Experience:			
	Experience working in administration	√		AF / I / R
	Experience working in an educational environment		√	AF / I
	Experience working with multi-agencies		√	AF / I
	Experience of motivating people		√	I
	Experience of ICT systems including word, excel, email, Forms and Teams	√		AF / I / R
	Experience of using relevant software systems		√	AF / I / R
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	√		AF / I / R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√		AF / I / R
	Ability to work as part of a team	√		AF / I / R
	Ability to take accurate and concise minutes	√		AF / I / R
	Ability to work under own initiative	√		AF / I / R
	Ability to relate to young people	√		AF / I / R
	Ability to use ICT skills efficiently and effectively	√		AF / I / R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		AF / I / R I
	A good understanding of IT software and hardware		√	I
	A knowledge of homework / coursework requirements, school curriculum and school improvement targets	√		I
	To understand the importance of, and keep all information secure and confidential	√		
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of colleagues, students and parents.	√		AF / I / R
	Written Skills			
	Excellent written skills are required to be able to communicate with a variety of recipients.	√		AF / I / R
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
		7.	Competencies:	
	The competencies listed below are all essential requirements for working at school in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form.			
	Creates, communicates and contributes to the delivery of the vision for the future of St Mary's College	√	N/A	
	Strives for excellence; continually looking for ways to improve your own performance and that of the school	√	N/A	
	Gathering and analysing information to ensure that decisions are robust and based on thorough analysis.	√	N/A	
	Planning and managing workloads; prioritising activities and ensuring the resources are in place to achieve a successful outcome.		N/A	
	Communicating openly and honestly; taking time to listen to the needs of others and shaping your message to best convey your position.	√	N/A	
	Building and maintaining strong working relationships to help the school deliver a better service to its students	√	N/A	
	Are committed to developing your own skills, knowledge and competencies and supporting others in doing the same	√	N/A	
8.	Additional Requirements:			
	None		N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	√	N/A	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√	N/A	AF (after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF (after short listing)