

**THE BISHOP OF WINCHESTER ACADEMY JOB  
DESCRIPTION- SUPPORT STAFF**

**Section One General  
information**

<b>Post Title</b>	Student Support Administrator
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p><b>To provide an effective and efficient administrative support to the Alternative Learning Facility and wider Pastoral Team:</b></p> <ul style="list-style-type: none"> <li>• Completing all administration duties for the Alternative Learning Centre and Phoenix Centre using the academy MIS (SIMS)</li> <li>• Completing all administration duties for community contribution using the academy MIS (SIMS)</li> <li>• Consulting, liaising and communicating with parents, staff and external agencies by telephone, email, letter or text as appropriate</li> <li>• Liaising with all staff including attendance officer and SENCO, teachers, management and any other parties as required on a regular basis</li> <li>• Ensuring appropriate administrative support is completed to support the academy 'on-call' procedures</li> <li>• Completing necessary documentation to support the academy Behaviour Policy in a timely manner</li> <li>• Ensuring any documentation produced is of a high standard and is in line with the academy procedures</li> <li>• Co-ordinate and organise student photographs in liaison with the Head of Administrative Services.</li> <li>• Assisting with the students' personal, behavioural and social development through appropriate guidance and advice</li> <li>• To liaise with Alternative Learning providers as required</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To act as a good role model to students by demonstrating respect and responding appropriately through the interactions with students and adults</li> <li>• To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• To act as an internal and external ambassador for the academy. To support and present the corporate image of the Academy</li> <li>• Liaising with the catering staff to organise and collect lunches for students based in the Alternative Learning Centre</li> <li>• Assisting the Alternative Learning Centre lead with escorting small groups of students for toilet breaks</li> <li>• Ensuring the Alternative Learning Centre information guide is consistently updated with the most current information and processes</li> <li>• Ensuring student records and support plans / passports are kept up to date</li> </ul>
	<p>This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
<b>Reporting to:</b>	Behaviour Lead, Academy Leadership Team
<b>Responsible for:</b>	Providing an effective support service to the students and pastoral team
<b>Liaising with:</b>	Leadership Team, Head of Administrative Services, Student Support and Pastoral Team, external agencies as appropriate, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Disclosure Level:</b>	Enhanced

## Section Two Professional Duties and Responsibilities

<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Self-Development</b>	To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
<b>Attitude</b>	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.