

<b>Job Title:</b> Assistant to Director of Studies
<b>Line Manager:</b> Director of Studies
<b>FT/PT:</b> Part Time (15 hours/week) Monday & Tuesday
<b>Role Purpose:</b> To provide administrative support to the Director of Studies
<b>Primary task:</b> The post holder's main role will be to undertake administration duties within the Safeguarding Team and work co-operatively with the Designated Safeguarding Lead and the Deputy Designated Safeguarding Leads
<b>Principal responsibilities:</b>
<ol style="list-style-type: none"> <li>1. Administrative support for the Director of Studies</li> <li>2. Set up and manage the confidential Safeguarding notes and files</li> <li>3. Administer the College absence procedures, following agreed action plans, for high risk students (e.g. Suicide)</li> <li>4. Liaise with parents, Student Well-being Team, Social Services and other external agencies where appropriate</li> <li>5. Draft and send correspondence to students, parents and external agencies when required</li> <li>6. Arrange appointments for the Director of Studies with students and parents as appropriate</li> <li>7. Preparation for references for students transitioning to other educational establishments or employment</li> <li>8. Manage a central file for staff tutorial observations</li> <li>9. Carry out pre-enrolment interviews (only where appropriate)</li> <li>10. General administration duties</li> <li>11. Undertake other duties commensurate with this post</li> </ol>
<b>GENERAL RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.</li> <li>2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.</li> <li>3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.</li> <li>4. To comply with all other College policies and procedures.</li> <li>5. To undertake continuing professional development.</li> <li>6. To support the College with administrative tasks that facilitate the successful running of the College, as and when necessary.</li> <li>7. To undertake any other duties commensurate with this post as the Principal may from time decide.</li> </ol>

Signed:

(Principal)

Date:

I acknowledge that I have seen and received a copy of the above Job Description.

Signed:

Date: