



Assistant to Director of Studies

Title: Assistant to Director of Studies

Reports to: Director of Studies

Role Purpose: To provide administrative support to the Director of Studies

Primary task: 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

Accountabilities:

1. Administrative support for the Director of Studies
2. Set up and manage the confidential Safeguarding notes and files
3. Administer the College absence procedures, following agreed action plans, for high risk students (e.g. suicide)
4. Liaise with parents, Student Well-being Team, Social Services and other external agencies where appropriate
5. Draft and send correspondence to students, parents and external agencies when required
6. Arrange appointments for the Director of Studies with students and parents as appropriate
7. Preparation for references for students transitioning to other educational establishments or employment
8. Set up and maintain all student files/records
9. Manage a central file for staff observations

10. Carry out pre-enrolment interviews (only where appropriate)

11. General administration duties

12. Undertake other duties commensurate with this post

Job Breadth and Communication:

The post holder will undertake and engage positively with relevant training and personal development activities as required.

This role will involve access to important data and services. The post holder will be expected to work to the highest levels of personal integrity and will be expected to adhere to and actively promote the College's Acceptable Use Policy (AUP).

Decision Making:

The post holder is expected to respect any information that comes into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.

The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented. The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.

Date: September 2017

SPECIFICATION	ESSENTIAL	DESIRABLE
Knowledge/Qualifications	<ul style="list-style-type: none">• At least 5 GCSE passes (or equivalent) to include Maths and English Language or equivalent experience.	<ul style="list-style-type: none">• Degree level qualification
Relevant experience	<ul style="list-style-type: none">• Experience of working within an administrative role• Experience of Microsoft Office packages	<ul style="list-style-type: none">• Experience of working within an educational environment (FE would be advantageous)

		<ul style="list-style-type: none"> • Experience of working with young people • Experience of working within a Safeguarding Team
Skills/Aptitudes	<ul style="list-style-type: none"> • Ability to work successfully on own initiative and as part of a small team • Ability to communicate easily with staff, students and parents to maintain high standards of care, especially with very vulnerable students. • High levels of integrity and empathy • An understanding of the importance of confidentiality and how to deal with highly confidential and secure information appropriately, especially in very sensitive cases. • Ability to work under pressure • Ability to work accurately and systematically • Excellent all round IT skills • Flexible and adaptable in relation to duties 	
Other requirements	<ul style="list-style-type: none"> • Willingness to undertake Enhanced DBS check • Willingness to undertake Targeted Safeguarding training 	<ul style="list-style-type: none"> • A willingness to undertake First Aid training