



Job Description: School Improvement and Teaching School Team Administrator

Job Details

Base:	This job will be based between Church Langton CE Primary School (Teaching School office) and the Learn-AT Head Office in Lubenham All Saints Primary School.
Salary Range:	Grade 7
Hours:	0.89FTE
Contract Type:	Fixed Term Temporary for one year
Accountable to:	CEO, Teaching School Director
Accountable for:	Business support for and administration of the work of the Learn-AT School Improvement and Teaching School Team

Main Purpose of the Role

This is a key position within the Learn-AT School Improvement Team and the Learn-AT Teaching School. The role demands exceptional verbal and written communication skills, financial and business acumen and customer-focused attention to detail. The post-holder will be able to bring energy, enthusiasm and innovative thinking to the role and be willing to 'go the extra mile' to ensure the success of Learn-AT Teaching School. He or she will provide full administrative and business support for the effective and efficient working of the Learn-AT School Improvement and Teaching School Team, ensure its operational development and support the achievement of its vision and values, within Learn Academies Trust.

Duties and Responsibilities

Administration and Organisation

- Coordination, planning and costing of training programmes; organising training activities, sourcing venues, event management e.g. conferences and courses;
- managing the reporting and record keeping arrangements of SITS Team members;
- coordinating the use of Microsoft Teams across the Trust to support the SITS Team's work, including ITT, CPD and School Improvement.
- Maintain the SITS Team and Teaching School Calendar/Diary
- Prepare papers and coordinate arrangements for SITS Team/Teaching School meetings and provide administration and organisational support
- To provide ad hoc administrative support for the CEO and the Teaching School Director

ITT

- Work with the Teaching School Deputy to support the administration of the School Direct programme.
- Coordinate all administrative aspects of School Direct and other ITT.

Job Description: School Improvement and Teaching School Team Administrator

CPD

- Manage the promotion, administration and bookings of all CPD and Leadership programmes. for Learn-ATTS, keeping within financial budgets
- Take responsibility for ensuring all programmes operate within the designated budget.
- Liaise with the finance office and Learn-AT Finance Manager regarding authorization of invoices relating to CPD programmes and raising of invoices.
- Manage all administration requirements of Teaching School CPD programmes, including the coordination and setting up of presentation equipment, administration requirements, liaison with course leaders and refreshments.
- Liaise with the Teaching School Director and members of SLT regarding accounting, budget forecasting and budget/ programme analysis as required.
- Manage databases for NQTs, SLEs and other system leaders
- Be the main point of contact for all stakeholders including NQTs, headteachers, mentors, DfE, NQT Manager, outside trainers, associated with the programme.
- Work in collaboration with other Teaching Schools and schools to ensure high quality and effective training is delivered.
- Collect feedback and evaluation information form all Teaching School events and provision.

School to School Support

- Distribute action plans and written reports from school to school deployments.
- Maintain a database of schools supported and impact of support given.
- Liaise with the School Improvement Team, as and when necessary.
- Support the production and analysis of evaluation information and the impact of the delivery of support provided.
- Raise profile of the school to school improvement team
- Keep website up to date with profile of the team
- Support the process of SLE recruitment and training.
- Provide support for the recruitment, selection and deployment of Specialist Leaders of Education.

Income-generation

- Investigating and coordinating applications for income generating opportunities e.g. research and other educational grants, to support the provision of professional learning and school improvement activity across the Trust and Teaching School.

Job Description: School Improvement and Teaching School Team Administrator

- Investigate and develop income-generating opportunities to support the work of the Team.
- Identify potential funding sources to underwrite the cost of professional learning and school improvement programmes to meet the SITS Team's priorities.
- Prepare and submit grant applications and proposal letters in a timely manner.
- Plan special events and solicit individual contributions to raise funds and in-kind resources from government, corporate and charitable foundation resources.

Financial management

- Prepare financial reports for LA, Governors and Senior Management Team, in compliance with LA, Audit and Ofsted requirements.
- To prepare annual costing projections and assist with Headteacher/Principal/Finance Director with the preparation of the Teaching School's annual budget for approval by Trustees.
- Administer all financial aspects of the day to day operation of the Teaching School and School Improvement Team.

Marketing

- Plan and deliver the full range of marketing activities over the course or the academic year.
- Liaise with outside agencies and online media to deliver a considered and cost-effective advertising programme.
- Design, develop and reinforce the SCLP brand through various media.
- Produce stationery, booklets and other materials for promotional purposes.
- Research other school publicity constantly seeking new and improved ideas.
- Responsible for media material for marketing events.
- Use social media to promote Learn-ATTS and its activities.
- Develop and update the Learn-ATTS website with information, training programmes and events on a regular basis.
- Actively report news about Teaching School activities to staff and parents via the school newsletter and website.
- Raise the profile of Learn-ATTS with other Teaching Schools and actively encourage collaborative working partnerships.
- Raise the profile of Learn-ATTS amongst all staff and keep them updated of Learn-ATTS activities.
- Maintain a photographic library. Arrange photographs for publicity material when necessary.
- Work within a predetermined budget and keep a record of expenditure.



Job Description: School Improvement and Teaching School Team Administrator

General

- Minute SITS Team and Learn-ATTS meetings and other meetings as required.
- Be an excellent role model in all aspects of the role and maintain confidentiality and integrity at all times.
- Be the first point of contact for Learn-ATTS promoting it in a good light
- Develop and maintain productive working relationships with partner and client schools
- Contribute to the completion and submission of DfE and NCTL forms and returns related to the Teaching School as required
- Communicate with outside agencies regarding the Teaching School Alliance as required, including the DfE and the National College of Teaching and Leadership.
- Act on behalf of the Teaching School Director in his absence
- Develop constructive relationships and an ethos of collaboration with the Teaching School partners, stake holders and clients, maintaining effective communication with them.
- Comply with and assist with the development of the Teaching School's non-teaching and learning policies and procedures.
- Participate in training and other learning activities and performance as required.
- Take responsibility for own continuous professional development.
- Holidays to be taken out of term-time.
- Adhere to all Trust and Teaching School Policies.

Notwithstanding the above, to undertake any reasonable request as may be determined by the Teaching School Director and the CEO, commensurate with grade.

Additional Responsibilities

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with;
- Act in compliance with GDPR data protection principles in respecting the privacy of personal information held by Learn-AT and Learn-ATTS
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Learn-AT and Teaching School records and information;
- Carry out their duties with full regard to the Teaching School Alliance' Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Learn-AT and Teaching School Policies;
- Comply with Health and Safety rules and regulations and with Health and Safety legislation.



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