

## **Job Description**

**Teaching School Administrator  
for  
Southern Collaborative Learning Partnership (SCLP)  
Teaching School Alliance based at (Pound Hill Infant School)**

<b>Job Title:</b>	<b>Teaching School Alliance Administrator</b>
<b>Grade 5:</b>	<b>NJC spinal Point 17- 22 (pro rata) depending on experience</b>
<b>Hours:</b>	<b>30 hours per week, Monday to Friday. Core hours of 9.00 – 3.30pm with flexibility required on some occasions.</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Line Manager:</b>	<b>Reporting to Teaching School Director</b>

### **1. Main Purpose of the Job**

- The support and implement the aims and ethos of the school and the Teaching School Alliance.
- To communicate and implement the school and Teaching School Alliance shared vision.
- To provide effective administrative support for the Teaching School Alliance, including coordinating CPD bookings and Initial Teacher Training applications and administration.

### **To include:**

- Role model excellent practice in all aspects of the role and maintain confidentiality and integrity at all times
- Effectively use specialist ICT packages including the UCAS Portal
- Coordinate the overall development and maintenance of Teaching School record/information systems including CPD bookings, Initial Teacher Training and NQTs' applications/administration. This includes liaising with the Teaching School Director and finance team regarding payment of CPD activities.
- Coordinate marketing strategies to enhance the Teaching School profile and the advertising of activities, including CPD
- Oversee, coordinate and update the overall development and maintenance of the Teaching School website
- To develop and maintain productive working relationships with partner and client schools in respect of administrative support

- Provide administrative support for the Teaching School Alliance, including answering the telephone, assisting with/ answering queries, writing letters/e-mails/newsletters, collating information and filing
- To contribute to the completion and submission of 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.
- Ensure all documentation is distributed as required and all actions completed by deadline dates.
- Undertake research and obtain information to inform decisions as required.
- Support the Teaching School Director and Executive Principal in all communication and liaison with Teaching School Alliance matters as required, including attending events if necessary
- To identify and book venues; organising and administrating Teaching School Alliance events including CPD as required, according to financial budgets.
- Assist the Teaching School Director in in depth CPD programme analysis as required.
- Managing the administration requirements of all Teaching School Activities including CPD training events, including the coordination and setting up of presentation equipment, administration requirements, liaison with course leaders and refreshments.
- 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 school's and the Teaching School's non-teaching and learning policies and procedures.
- To support in the implementation and development of appropriate policies, procedures for the Teaching School Alliance
- Participate in training and other learning activities and performance as required.
- Take responsibility for own continuous professional development.
- Notwithstanding the above, to undertake any reasonable request as may be determined by the Teaching School Director and Executive Principal.