

<b>Group Member:</b>		University Centre Leeds	
<b>Job Title:</b>		HE Administrative Support Officer	
<b>Reports to:</b>		Deputy Head of Department / Head of Department	
<b>Job Grade</b>	RLW	<b>Department</b>	University Centre Leeds

### CORE RESPONSIBILITIES:

1. Identify barriers and implement a range of strategies to overcome barriers with staff member.
2. Provide appropriate strategies for support to enable staff member to carry out job role effectively.
3. Develop mechanisms for specialist mentoring and support processes through information gathered from 1:1 meeting's with the staff member
4. Maintain confidential records of support relating to the staff member's needs, providing information and reports as required.
5. Attend team meetings and participate in note taking for the staff member
6. Ensure staff member is provided with any support means required for effective delivery of learning and teaching sessions across the curriculum identified by the staff member and their line manager. This may include support surrounding use of digital technologies and teaching devices/tools.
7. Assist the staff member in the planning and preparation of formative and summative assessment methods.
8. Assist the staff member in the formatting of curriculum documentation.
9. Ensure that digital note taking and support is provided to the staff member in relation to enrolment, induction and exit interviews for learners on programme.
10. Manage safe practice in the learning environment for the staff member.

11. Provide comprehensive administrative support to a member of staff
12. Any other duties that are specific to the department.
13. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

**GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Educated to at least level 3 qualification	A / C
E	Q2. Formal qualification in Learning Support or extensive experience of 1:1 learning mentoring for others with disabilities or learning difficulties	A / C
E	Q3. Additional relevant qualification eg: communication Support Worker Level 2/3	A / I / C
D	Q4. Basic skills awareness training or qualification desirable	A /

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Knowledge and experience of working with coaching and mentoring models	A / I /
E	EK2. Strong understanding of the impact of difficulty or disability on learning	I
E	EK3. Strong understanding of the solution focused approach	I

E	EK4. Previous experience of working in an administrative role or similar.	A / I
D	EK5. Strong knowledge of barriers to learning	I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to negotiate an individual support programme using smart target approach	I
E	SC2. Ability to establish rapport and good working relationships with others	I
E	SC3. strong ability to maintain professional boundaries	I
E	SC4. Ability to work collaboratively with other staff	I
E	SC5. Ability to provide support in class and working environment to enable the staff member to effectively carryout their role	I
E	SC6. Good attention to detail and accuracy with the ability to write accurate records of various meetings and lessons.	A / I
E	SC7. Excellent IT Skills using both Microsoft & Google applications	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I