

JOB DESCRIPTION

POST TITLE: TEACHER EDUCATION ADMINISTRATOR

POST REF: 08/124

REPORTS TO: FACULTY LEADER

DATE: FEBRUARY 2010

JOB PURPOSE: TO PROVIDE HIGH QUALITY ADMINISTRATIVE AND ORGANISATIONAL SUPPORT FOR TEACHER EDUCATION PROVISION

KEY RESPONSIBILITIES:

1. To provide high quality administrative and organisational support for Teacher Education provision

DETAILED RESPONSIBILITIES:

2. To organise and minute all meetings related to Teacher Education provision, including Annual Course Review meetings and Staff-Student Liaison meetings
3. To prepare reports and undertake data analyses as required
4. To enhance the level of student support for the Teacher Education provision, drawing on support from the Advanced Practitioners as required
5. To ensure CRB checks are in place and work with students to obtain them promptly
6. To undertake regular checks to ensure that the class lists and registers match enrolments with the university and address any anomalies
7. To maintain monitoring, tracking and reporting processes for Teacher Education students
8. To distribute advice and guidance sheets to prospective students
9. To organise observations for the team and coordinate these with the university
10. To send out letters to advise of funding arrangements and outstanding fees
11. To maintain recruitment lists for Teaching Assistants and PTLLS courses, organising start dates and informing applicants
12. To act as a first point of contact for students not able to attend or who need to submit coursework
13. To maintain tutorial files and records, checking that all applicants have sufficient teaching hours, a named mentor and the required number of observations being undertaken
14. To inform the Faculty Leader to enable cover to be arranged in the case of staff sickness and inform students of arrangements
15. To provide any documentation required for the university's OfSTED inspections and audits
16. To liaise with the relevant partner University over non-subject specific matters and with the awarding bodies for the other provision
17. To attend meetings at the relevant partner University if required

18. To organise the internal provision of Assessor and Verifier awards
19. To undertake a backup support for other administrative duties within the faculty

OTHER RESPONSIBILITIES:

20. To implement the College's Equal Opportunities Policy, Race Equality Policy and Disability Policy
21. To operate in accordance with current Health & Safety regulations and College policies
22. Such other duties as may be required by the College that are within the level and responsibility appropriate to the grade of the post

TERMS AND CONDITIONS

Canterbury College Scheme of Conditions of Service

18.5 hours per week, (0.5 FTE) established post

Salary: Level 2 - £ 15,312 - £16,779 pro rata per annum

Evening and occasional weekend work may be necessary

Canterbury College is an Equal Opportunities employer

PERSON SPECIFICATION

Teacher Education Administrator

ALL STAFF ARE EXPECTED TO UNDERTAKE CPD

	Requirement	Means of assessment		
		Application form	Interview	Reference
Skills and ability				
Effective oral and written communication skills	Essential	✓	✓	✓
Effective organisational skills, the ability to work to deadline and manage own workload	Essential	✓	✓	✓
Effective teamwork skills	Essential	✓	✓	✓
Effective use of IT	Essential	✓	✓	✓
Experience				
Working in a busy office environment	Essential	✓	✓	✓
Experience of student support	Desirable	✓		
Experience of working in an educational environment	Desirable	✓		
Specialist knowledge				
Proficient in the use of Microsoft Office, including databases and spreadsheets	Essential	✓	✓	
Education				
A minimum of a level 2 qualification	Essential	✓		
Level 2 qualification in English and Maths or willingness to work towards	Desirable	✓	✓	
IT qualification or willingness to work towards	Desirable	✓		
Level 3 qualification or willingness to work towards	Essential	✓		