

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: Mainstream Inclusion Administrator

Responsible to: Curriculum Manager

Accountable to: Assistant Director: Curriculum

Job purpose

- Support with monitoring learner attendance and following up non-attendance with communication to students.
 - Help to signpost students to appropriate college support through collaborative working with the Lead Progress Coach, Safeguarding team, Learning Support team and teachers.
 - Be responsible for your own caseload of students and work collaboratively across college to provide a consistently high level of support.
 - Contribute to college quality standards and targets by tracking and monitoring students effectively using OnTrack.
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Key responsibilities

- Monitor learner attendance through the daily absence reports, the college dashboard, college systems and communication with teachers. Appropriately follow up any concerns with students and wider support teams as appropriate.
- Be a visible presence in classes to ensure that none attendance is addressed in a timely manner.
- Ensure low and non-attending learners are identified, contacted and referred (where

appropriate) to the curriculum teams and Lead Progress Coach so they can oversee intervention. Identify patterns of none attendance and provide appropriate follow up.

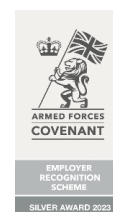
- Support the wellbeing and learning support needs of learners by making referrals to the Safeguarding and Well-being team and learning support team where needed.
- Effectively use OnTrack to record updates on learner attendance and interventions made. Ensure that at risk lists are up to date through collaborative working with the Lead Progress Coach.
- Work with the Lead Progress Coach and curriculum teams to identify and support learners who are at risk of not completing their programme.
- Provide guidance to learners on how to access college support for a range of safeguarding, well-being and learning support issues.
- Ensure that online information platforms for adult students are kept up to date and support with the promotion and gathering of learner voice information.
- Attend relevant meetings, training and events as directed by line management.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring



no-one is affected by individual acts or omissions.

- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

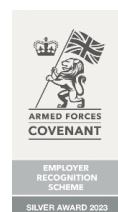
We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth



We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Be educated to level 3 or equivalent with GCSE Maths and English at grade A*-C or 4 or above.

Experience and knowledge

- Knowledge of Apprenticeship frameworks.
- Experience of working in education.
- A clear understanding of the importance of student welfare and guidance.

Skills and abilities

- Excellent communication and interpersonal skills particularly in relation to dealing with students as well as speaking professionally with employers.
- Drive, energy, commitment, proven capacity for hard work and willingness to go the extra mile.
- Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines.
- Be enthusiastic and highly motivated.
- An excellent understanding of how to use data to identify learners of concern, inform interventions and support students to achieve.
- Excellent IT skills to support learning.
- To contribute to and maintain College values.
- Commitment to Safeguarding, Health & Safety, Equality & Diversity and Quality Assurance.
- Must demonstrate suitability to work with children and vulnerable adults.

Updated September 2026

