

Department and Post Details

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| Department name: | Pathways Department |
| Post Details: | <p>The college is looking to appoint a Pathways Administrative Assistant - Part time (16.5 hrs), term time (39 weeks) to work as part of a flexible team in a busy environment with a high volume of rewarding work activities, providing administrative support to the Pathways SEND Department. The post holder will be encompassed into the Pathways team under the guidance of the Head of Department and Second in Department and will work closely with the staff team ensuring that the College and students' needs are met and that all work is carried out in accordance with agreed College procedures and quality standards.</p> <p>The successful candidate should be able to demonstrate a professional and approachable manner with excellent administration and communication skills.</p> <p>Applicants who are shortlisted may be provided with an opportunity to present their skills with an office based task. Details will be provided to shortlisted candidates on the day of the interview.</p> |
| Staffing structure: | <p>Head of Department Second in Department 6 Teachers 9 Learning support Assistants</p> |
| Services provided: | <p>The Pathways programme at Aquinas includes courses at Entry Level and Level 1. Students may study for one, two or three years, dependent upon progress made. There is provision for up to thirty six students across four groups.</p> <p>Courses aim to develop independence through subjects such as cooking, enterprise, travel and money management. Discrete lessons are taught by subject specialists in Maths, English and ICT, as well as arts and PE enrichment sessions, which provide students with the opportunity to extend their leisure interests. All students take part in a weekly work experience either on or off site.</p> <p>Please see our website for further details: https://www.aquinas.ac.uk/vacancies/support/</p> |
| Further Details: | This post is to start 29th August 2023 |