

## Job Description

<b>Establishment:</b>	<b>Arnold Hill Academy</b>
<b>Post Title:</b>	<b>Departmental Assistant</b>
<b>Grade/Pay Range:</b>	<b>Points 8-14 – £17,662.00 - £19,891.00 Per Annum</b>
<b>Hours/weeks:</b>	<b>Full Time, TTO+ 2 weeks</b>
<b>Reporting to:</b>	<b>Deputy Head Teacher</b>
<b>Department/Team:</b>	<b>Support</b>

### Overall Purpose of Post

The Departmental Assistant will provide supervision for pupils when their teacher is absent and provide administrative assistance to one or more of the school's faculty areas. The ideal candidate will be able to operate within a dynamic and forward thinking team who are focused on developing exciting and engaging learning experiences for students across the 11-18 age range.

The role is an effective transition in to teaching. It provides an insight in to education, enabling experience of how systems and policies work on a day-to-day basis.

Whilst every effort has been made to detail the specific tasks related to this post, the Departmental Assistant is responsible for undertaking any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

### Overall Responsibility

The Departmental Assistant will:

- follow school policies and procedures, especially those relating to child protection and health and safety;
- respect confidential issues linked to home/pupils/teacher/school work and to keep confidences as appropriate;
- take part in supervisory duties outside of the classroom setting including attending Homework clubs, Breakfast clubs and Extra-Curricular clubs.
- undertake break time and other duties as appropriate.

### Particular Responsibilities

The following are the principal duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability. This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

The Departmental Assistant will provide administrative assistance to a one or more of the school's faculties during or at the end of the school day under the direction of the Heads of Faculty (or other leaders as appropriate) which will include the following:

- filing;
- stock control;
- creating and maintaining classroom and corridor displays;
- classroom support;
- producing and photocopying teaching materials under the direction of teaching staff;
- updating faculty tracking documents and other faculty records;
- general upkeep of the faculty area;
- if appropriate, work in partnership with other staff to provide supervision for larger groups.

The Departmental Assistant will undertake cover supervision on a short term basis which includes:

- supervising pupil entry to and departure from lessons;
- recording and reporting attendances at lessons;
- supervising work that has been set;
- delegating or assisting in preparing the learning environment and the materials used therein;
- managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment;
- circulating the classroom and responding to any questions from pupils about processes and procedures;

- leaving the room in good order at the end of a lesson;
- dealing with any immediate problems or emergencies in line with the school's policies and procedures;
- collecting any completed work after the lesson and returning it to the appropriate teacher together with feedback on the lesson;
- implement the school policy on positive reinforcement, communicate high expectations to students and build successful relationships;
- report, using the school's referral procedures on the behaviour of students during the class and any issues arising;
- participate as appropriate in a faculty; including attending teach and learning meetings in order to gain support and understand planning required for effective learning.

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### Relationships

The post holder is responsible to the Head Teacher in all matters, and to the Head of Faculty in respect of curricular matters and the Deputy Head Teacher for Behaviour in pastoral matters. The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them.

### Safeguarding

Department Assistants are expected to uphold the School's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### Other duties

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

### General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Postholder:

Signature:

Date:

## Person Spec – Departmental Assistant

Criteria	Essential	Desirable	Determined by: Interview/Application/ Reference
<b>Professional experience</b>			
Pastoral experience with secondary phase students	✓		A/I/R
Experience of working with colleagues in other teams or from other institutions		✓	A
Experience in meeting the needs of vulnerable children or disadvantaged children		✓	A
<b>Personal qualities</b>			
Able to be a team player and a team leader	✓		A/I/R
Able to work effectively with diverse groups of people	✓		A/I/R
Able to set high standards	✓		I
Ability to adapt to the ever changing demands of the school community	✓		I
To have high academic, social and behavioural expectations of students	✓		I
Positive and caring approach to students	✓		A/I/R
Able to organise time efficiently and work to deadlines	✓		A/I/R
<b>Training and Skills</b>			
Excellent organisational skills	✓		A/I/R
Competence in using ICT	✓		A
Able to communicate effectively using both the spoken and the written word	✓		A/I/R
Evidence of continuing professional development		✓	A
Evidence of a broad understanding of current educational issues		✓	A/I/R