

THE HAZELEY ACADEMY

JOB TITLE: Faculty Team Support Assistant (FTSA)

GRADE: MK5

RESPONSIBLE TO: Faculty Director and Deputy Principal – Curriculum as appropriate

JOB PURPOSE

- a) As a Faculty support assistant, to work within a faculty to support the realisation of the planned and personalised curricula (including learning support for small groups alongside clerical & administrative tasks)
- b) As a cover supervisor, to provide cover for absent teachers (primarily, though not exclusively within a Faculty); that includes supervising classes/groups of students, generally assisting students and ensuring that they carry out the tasks set by teachers.
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PRINCIPAL ACCOUNTABILITIES

Preamble

The FTSA provides cover for whole classes as required – administering work set and guided by the classroom teacher; supported by the Faculty leaders and managers. Such cover, to be primarily though not exclusively, within a named Faculty (needs-led).

As a priority, all classes across the Academy must be supervised at all times and within the spirit of the National Workforce Agreement; even when the substantive teacher is not present.

Cover supervision (overseen by the Data Manager) therefore takes priority over all other accountabilities (overseen by the Faculty Director) and found herein.

Support for Students

- Establish productive working relationships with students; acting as a role model and setting high expectations
- Promote positive values, attitudes and behaviour and deal promptly with conflicts and incidents in accordance with established policy and practice
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities that support learning.
- As required, provide Faculty-centric support for Code K students or those with an EHCP – as individuals and/or small groups; in class or by withdrawal.

- Promote independence and resilience in learners through encouragement and modelling
- Provide feedback to students in relation to progress and achievement
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Assist with the general supervision of students out of lesson times, such as between lessons, extra-curricular and lunchtimes
- Inputting cover onto the SIMs system as required (training will be provided)

Support for the Faculty and the Curriculum

- Work with Faculty leaders, managers, teachers and others to establish an appropriate learning environment that is safe and secure
- Work effectively as part of the Faculty & broader Academy team by supporting other colleagues and participating in relevant training and professional development
- Administer and oversee robustly routine tests and invigilate exams/tests
- Provide general administrative & clerical support for the Faculty leaders, managers & teachers e.g. enter data onto assessment tracking and other platforms, administer coursework, produce worksheets for agreed activities, put up displays etc.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos and aims of the Academy as set out in the current whole-Academy & Faculty Strategic Vision documentation.
- Supervise students on visits, trips and out of Academy activities as required
- Ensure the implementation of the Academy equal opportunities policy
- Other responsibilities as reasonably requested and commensurate with the grading of the post

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet the changing circumstances of the Academy. It does not form part of your contract of employment.

Person Specification – Essential (E) or Desirable (D)

Experience

Experience of working with children of relevant age

Knowledge

Ability to communicate effectively, both verbally and in writing to individuals, small groups and whole classes (E)

Ability to relate well to children and gain their trust and respect (E)

Can use ICT effectively to support learning (E)

Capable or willing to learn the use of a range of additional equipment & technology – e.g. digital camera, video, photocopier, mobile technology, interactive whiteboard, voting sticks etc. (E)

Capable or willing to train in the use of platforms for data entry, assessment and tracking (E)

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies within the subjects of the relevant Faculty (E)

Work constructively as part of a faculty team, understanding roles and responsibilities and own position within these (E)

Understanding of principles of child development and learning processes (D)

Ability to self-evaluate learning needs and actively seek learning opportunities (D)

Education, Training and Qualifications

Excellent numeracy/literacy skills (E)

Evidence of a sound level of education (E)

Level 2 passes in English & mathematics and/or literacy & numeracy (D)

Relevant professional qualification or other accreditation (D)

Other Requirements

Conscientious and hardworking (E)

Follows instructions with diligence, attention to detail and compliance (E)

Flexible (E)

High level of integrity (E)

High degree of tenacity (E)

Willing to participate in development and training opportunities (E)

Commitment to uphold the Academy's equal opportunities policy (E)

Willingness to be flexible with working hours to respond to the Academy's needs (E)

A good sense of humour (E)