

Job Description

Post Title:	Departmental Assistant
Location:	Rushcliffe Spencer Academy
Salary/Pay Range:	NJC 10 -14
Hours of work:	37 hours per week, Term Time plus 2 weeks
Reporting to:	Departmental Assistant Lead

Purpose of Role

The Departmental Assistant will provide supervision for pupils when their teacher is absent. The primary focus when supervising will be to maintain good order and keep students on task. The Departmental assistant will need to respond to questions and generally assist students to undertake set activities. The role requires the post-holder to supervise classes and groups of students in the absence of a teacher and support the work of the school by undertaking a range of administrative tasks.

Main Duties and Responsibilities

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

- Liaising with the team leader at the start of the working day to establish commitments for the day.
- Providing cover for form time learning sessions and duties as required including bus duty before and after school.
- Ensuring that work set for students is given out along with appropriate resources and where necessary read out instructions and guidance.
- Supervising and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Using classroom/teaching skills/training/experience to support students.
- Promoting positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Managing the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including completing electronic registers for registrations and every class.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Rewarding students, where appropriate, in accordance with school procedures.
- Reporting as appropriate, using the school's agreed referral procedures on the behaviour of students during class, any issues arising.
- Establishing productive working relationships with students, acting as a role model and setting high expectations to promote self-esteem and independence.
- Promoting the inclusion and acceptance of all students within the classroom.
- Recognising and responding to the individual needs of students.

- Encouraging students to interact and work co-operatively with others and engage all students in activities.
- Providing feedback to students in lessons.
- Supporting the use of ICT in delivering learning activities and develop students' competence and independence in its use.
- Implementing agreed learning activities/teaching programmes/ practical lessons, adjusting activities according to student responses/needs.

When not supervising classes or groups of students the Departmental Assistant will be required to:

- Create and maintain classroom and corridor displays
- Complete administrative tasks as directed by team leader or faculties
- Support the school's day to day running
- Administer and assess routine tests and invigilate exams
- Support extra-curricular activities across the school community

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 Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy 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 may be required to carry out other duties as required by the Trust.

Additional Information

The 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.

Person Specification	Essential	Desirable
Experience		
Working with young people	x	
Understand the challenges associated with inclusion	x	
Minimum 1 year of work experience	x	
Experience of working in a school		x
Experience of working in a people focused environment		x
Administrative experience		x
Qualifications		
5 GCSE including English and Maths grade A*-C or equivalent or able to demonstrate this level of literacy and numeracy	x	
Further or Higher Education qualification		x
Knowledge and Understanding		
Understand the importance of safeguarding and safer recruitment within a school environment	x	
Understand and respect sensitivity of confidential issues linked to home/pupils/teacher/school work	x	
Understanding of current trends in education		
Data Protection Act		x
Skills		
Ability to develop and maintain effective working relationships with young people and colleagues as individuals and in groups	x	
Anticipate problems and develop creative solutions	x	
High level of oral, written and ICT skills	x	
Excellent presentation skills	x	
Ability to plan, organise and prioritise tasks	x	
Set and achieve ambitious, challenging goals and targets for self	x	
Listen and reflect on feedback from others	x	
Ability to use ICT effectively to support learning	x	
Use of Synergy or equivalent		x
Behaviours		
Commitment to inclusion	x	
Team player	x	
Concern for the welfare of others	x	
Positive attitude and relentless optimism	x	
Excellent personal presentation	x	
Other		
Commitment to own professional development and training	x	
Be supportive of the aims and ethos of Rushcliffe School and Spencer Academies Trust	x	
Willingness to drive the school mini bus		x