

Job Description

Job title: Academic Support Assistant
Reports to: Assistant Principal
Location: The Halley Academy

Job purpose

- Under the guidance of teaching staff, to supervise classes of students working on pre-planned lessons for teachers who are absent; providing guidance, support and classroom management expectations to the highest standard.
- When not supervising classes, to support the academy drive to develop our learning environment.

Responsibilities (supervising classes)

- Deliver lessons and supervise work that has been set in accordance with academy policy for students whose usual teacher is absent.
- For known absence, discuss work with the usual teacher or Director of Learning when possible.
- Manage the behaviour of students throughout the lesson to ensure a positive and safe learning environment, reinforcing the academy's key teaching and learning philosophies and behaviour policies.
- Provide guidance and support to students on how to approach the work and respond to questions from students about their work and classroom procedures.
- Implement and report on rewards and sanctions given in accordance with academy policy.
- Collect completed work, and resources, at the end of the lesson and return to the appropriate teacher/Director of Learning.
- Provide feedback to the teacher/Director of Learning regarding the students' response to the work set.
- Supervise the entry and departure of students in accordance with academy policy and leave the classroom in good order at the end of the lesson.
- Follow the academy procedures via Bromcom to accurately register students for all lessons being covered.
- Deal with any immediate problems or emergencies using academy policies and procedures.
- Follow the academy procedures via Bromcom and email, to signal any need for further action in response to a student's behaviour.
- Adhere to all academy policies and procedures, especially those relating to confidentiality, child protection, health and safety and equal opportunities

Other Responsibilities

- Attend Academy CPD sessions.
- Attend Small School meetings and staff meetings.
- Help with educational visits and trips.
- Assist with any in house activities / drop-down days.
- Assist with the invigilation of tests/exams when required.
- Assist in the running of extra-curricular activities, such as the Homework Club.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.