

JOB DESCRIPTION

Post: **Faculty Team Support Assistant (FTSA)**

Reporting to: Director of Teaching and Learning Standards

GRADE: 5DT Grade 5

Hours: 37 hours per week (8.30am – 4.30pm Mon – Thurs with a 4pm finish on a Friday)

Term Time only

Job Purpose

- 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)
- 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.

Principal Accountabilities

- 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 Assistant Principle Transition) therefore takes priority over all other accountabilities (overseen by Director of Teaching and Learning Standards) 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 Subject Leaders, managers, teachers, and others to establish an appropriate learning environment that is safe and secure
- Work effectively as part of a Department & 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 Subject 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/Department as set out in the current whole-Academy & Faculty Strategic Vision documentation.
- Plan (where required) and supervise students on visits, trips and out of Academy
- Ensure the implementation of the Academy equal opportunities policy
- Other responsibilities as reasonably requested and commensurate with the grading of the post

The Hazeley Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are Commensurate with the job title and grade.

Signed

Signed

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Employee

Line Manager

Date

Date

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REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the Academy will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

THE HAZELEY ACADEMY

PERSON SPECIFICATION

JOB TITLE: Faculty Team Support Assistant – 5DT Grade 5

CRITERIA		E/D
EXPERIENCE	Experience of working with children of relevant age	D
KNOWLEDGE	<ul style="list-style-type: none"> • Ability to communicate effectively, both verbally and in writing to individuals, small groups, and whole classes • Ability to relate well to children and gain their trust and respect • Can use ICT effectively to support learning • 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. • Capable or willing to train in the use of platforms for data entry, assessment, and tracking • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies within the subjects of the relevant Faculty • Work constructively as part of a faculty team, understanding roles and responsibilities and own position within these • Understanding of principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities 	E E E E E E E D D
EDUCATION, TRAINING & QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills • Evidence of a sound level of education • Level 2 passes in English & mathematics and/or literacy & numeracy • Relevant professional qualification or another accreditation • Educated to degree level 	E E D D D
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Conscientious and hardworking • Follows instructions with diligence, attention to detail and compliance • Flexible • High level of integrity • High degree of tenacity • Willing to participate in development and training opportunities • Commitment to uphold the Academy's equal opportunities policy • Willingness to be flexible with working hours to respond to the Academy's needs • A good sense of humour 	E E E E E E E E E

