**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 a current reflection of the role 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*

*……………………………………………………………………. …………………………………………………………………….*

*Employee Line Manager*

*Date Date*

*……………………………………………………………………. …………………………………………………………………….*

**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.