

<b>Job Title:</b> Sixth Form Curriculum Logistics Assistant	<b>Pay Scale:</b> PPS 6
<b>Normal Place of Work:</b>  The Priory Academy LSST	<b>Line Manager:</b>  Sixth Form Team / Deputy Headteacher
<b>Role Summary:</b>  To provide support to the teaching function in the management and organisation of the students within the Academy Sixth Form provision. To establish constructive relationships and effectively communicate with teaching staff and Heads of Departments.	

## DUTIES AND RESPONSIBILITIES

### *Key Responsibilities*

- To supervise sixth form students in study sessions, including the overseeing of the Year 12 and 13 study areas.
- Take accurate registers and follow missing student procedures.
- Use seating maps to record where students sit in study periods and ensure students are focused and adhering to the study room expectations.
- To ensure students are engaged and focused, meeting set learning objectives and to provide guidance where necessary.
- Liaising with staff regarding study periods and the progress of individual students. Taking an active role in ensuring students are making the required progress.
- Providing support to students to make targets for their study periods.
- To assist in transition of new students into sixth form and induction days. Providing support to the sixth form team in managing sixth formers on site.
- Support in the supervision of sixth form students during lesson change overs.
- Ensuring the school dress code is being adhered to.
- Provide support in registration periods for absent sixth form tutors if and when necessary.
- To undertake first aid training and be available to assist with incidents requiring first aid.
- To produce and maintain sixth form displays and noticeboards.
- To provide assistance with displays and artwork for special events as required.
- To participate in, and support teaching staff with student trips; both day and residential.
- To undertake administrative duties as required.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

## Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

## Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

## TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

## HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

## HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

## CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

## **SPECIAL ARRANGEMENTS**

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

## **SAFEGUARDING STATEMENT**

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **EQUALITY, DIVERSITY AND INCLUSION**

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

**Person Specification – Sixth Form Curriculum Logistics Assistant**

		<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b>QUALIFICATIONS</b>				
<b>1.</b>	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
<b>2.</b>	Level 2 IT qualification /experience or equivalent	X		AF / Cert
<b>3.</b>	NVQ 3 qualification or working towards	X		AF/Cert
<b>4.</b>	Proficient in the use of email and the internet	X		AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)</b>				
<b>5.</b>	Confidentiality ability to work with all confidential and sensitive data	X		AF/IV
<b>6.</b>	Experience of working in an education setting		X	AF/IV
<b>7.</b>	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
<b>8.</b>	High standards of accuracy and attention to detail	X		AF/IV
<b>SKILLS AND ABILITIES</b>				
<b>9.</b>	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
<b>10.</b>	Ability to work on own initiative and as part of a team	X		IV/R
<b>11.</b>	Good planning and organisational skills	X		IV/R
<b>12.</b>	Excellent oral and communication skills	X		IV/R
<b>13.</b>	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
<b>14.</b>	Ability to motivate and develop self	X		IV/R
<b>15.</b>	Commitment to equality, diversity and inclusion	X		IV/R

\*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager: .....

Dated: .....

Signed Employee.....

Dated.....