



# HATCH END HIGH SCHOOL

## Year Team Assistant - 6<sup>th</sup> Form

36 hours per week – Term Time plus 2 weeks

Salary: H5 £22,103 - £23,740

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## JOB DESCRIPTION

### JOB PURPOSE

- To assist the Head of Years 12 & 13, Head of Sixth Form, Head of Student Services and team of tutors in implementing school policy and practice.
- To assist the Head of Years 12 & 13, including the Head of Sixth Form, and Head of Student Services in liaising with parents / carers and external agencies.
- To provide comprehensive support in dealing with day-to-day issues and any incidents within the year group including one to one support to pupils to ensure positive behaviour and emotional wellbeing.
- To play a prominent role in the behaviour and attendance management of the year group
- To provide administrative support for the year groups.

### REPORTING

- Head of Student Services with dotted line to Head of Sixth Form & Heads of Year.

### RESPONSIBLE FOR

- N/A

### WORKING TIME

- 36 hours per week. Hours to be worked flexibly to meet the needs of the school. 30-minute lunch break to be taken outside of student break times and agreed by the line manager.  
Two weeks to be worked in August at the time of external exam results – actual days to be agreed with Line Manager.

### KEY DUTIES

- To maintain and manage all records for students in year group.
- Lead on the monitoring of attendance and punctuality in order to identify students who are a concern and take the initiative to follow up in writing and in person with students, parents and appropriate staff.
- To monitor the use and supervision of the silent study room, study areas and provide supervising staff with registers and sign-up sheets.
- To assist tutors with administration of tutor groups
- To monitor students whose progress needs frequent review, to encourage their use of independent study and to liaise with appropriate subject staff about these students.
- Undertake initial investigation into incidents for review and action by Heads of Years 12 & 13.

- Co-ordination and day-to-day management of the 16-19 Bursary Scheme.
- Undertake communication with parents in person, electronically and in writing.
- Assist Heads of Year 12 & 13 in organising and running additional study sessions, including after school.
- To organise interventions including telephone calls home, letters home and parental interviews where a student's punctuality, attendance or academic focus are a concern. Actively support extra-curricular activities offered.
- Actively support and help organise the system of praise and reward for Sixth Form students.
- To actively be involved with the organisation and delivery of events, such as open evenings, consultation evenings, information events, awards evenings and social events.
- To provide regular updates to the School Newsletter to celebrate student success.
- To spend some time each day in lessons supporting teaching staff in maintaining a positive learning environment.
- Provide initial one-to-one support to students to encourage them to maximise their potential through a range of strategies and support programmes. Seeking advice to make appropriate further referrals for more specialist counselling services if required.
- Undertake such ICT or other training as is necessary to operate the school systems effectively and ensure that school procedures are adhered to.
- Work co-operatively with the admin and support teams and provide assistance as necessary to all parents, students, staff, Governors and other relevant stakeholders.
- Promote the school's policy on behaviour, attendance and punctuality for learning and a commitment to providing a caring and stimulating environment and improving standards for all students within the school.
- Breaktime, lunchtime and after school duties as directed.

#### **Other Duties and Accountabilities**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Deputy Head – SENCO.
- Adopt flexible working practices where required.
- To attend team meetings, staff meetings and school events as directed.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required.

**November 2021**



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### PERSON SPECIFICATION

#### EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills eg NVQ Level 3 or equivalent	Yes		Application
Good Literacy and numeracy – GCSE Maths and English or Equivalent	Yes		Application

#### EXPERIENCE

	Essential	Desirable	How Identified
Problem solving: able to analyse requirements, spot errors and identify practical solutions	Yes		Application Reference Interview
Planning and prioritising own workload and managing conflicting demands	Yes		Application Reference Interview
Effective delegation, management and organisational skills	Yes		Application Reference Interview
Able to work effectively within a team and play a motivating role	Yes		Application Reference Interview
Ability to cope with periods of pressure, work flexibly and proactively address issues	Yes		Application Reference Interview
Accept the need for continuing development and training	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview
Having a background and experience of working in the public services e.g. Education, Health, Police would be desirable		Yes	Application Reference Interview

## KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
ICT skills or willingness to train on specific school based ICT systems e.g SIMS		Yes	Application Interview
Knowledge of Email and Office applications, eg Word, Excel, PowerPoint		Yes	Application Interview
Willingness to undertake training to develop learning mentor and introductory counselling skills		Yes	Application Interview
Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions	Yes		Reference Interview
Excellent communication & interpersonal skills	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
The ability to establish and maintain effective administrative systems	Yes		Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Ability to plan and prioritise own workload, those of others, act on own initiative and manage conflicting demands, with minimum supervision	Yes		Reference Interview
Excellent Numeracy and Literacy Skills	Yes		Application Reference Interview
Effective work presentation skills and a high degree of accuracy	Yes		Application Interview

## OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
A good attendance and punctuality record	Yes		Reference
DBS Checked	Yes		Application

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