

## Job Description

<b>Job Title</b>	Assistant Teacher - Support
<b>Salary</b>	£17,198 FTE
<b>Type of contract</b>	6 weeks
<b>Weekly hours</b>	32.5 hours
<b>Location</b>	South Axholme Academy, Epworth, Doncaster

### Overall Purpose

To work under the direction of the classroom teacher to assist in the teaching and assessment of individual, or small groups of students. Manage student behaviour and ensure a safe learning environment.

### Job Description:

- Teach and assess individual or small groups of students within the classroom as directed by the teacher
- To effectively manage student behaviour and any other immediate issues or emergencies that arise in accordance with academy policy.
- To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organizational skills.
- To feedback to the class teacher on student engagement in the set work and also any other issues that may have arisen.
- To help prepare, monitor and maintain a safe and secure learning environment.
- To promote positive behaviour.
- To undertake administrative duties relevant to the role.
- Work with the Exams Coordinator to ensure the orderly and efficient running of public examinations.
- To act as invigilator for both internal and external exams under formal conditions
- When not required to undertake any responsibility falling within the above, you may be directed to provide additional support in the academy with duties of a different nature.
- Be aware of and support differentiation and ensure that pupils have equality of access to opportunities to learn and develop.

Any other reasonable duties as requested by the Principal, SLT or Data, Exams, Cover and Timetabling Manager

## All Academy Staff Should:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy
- Contribute positively and effectively to the whole Academy ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Please note that South Axholme Academy is committed to the safeguarding and welfare of their students. The successful candidate must be able to satisfy an enhanced DBS check prior to employment within the Academy together with receipt, by the Academy, of two satisfactory references plus medical clearance.