

## Job Description

<b>Job Title</b>	Assistant Teacher - Coordinator
<b>Salary</b>	£17629 FTE (£12791 actual)
<b>Type of contract</b>	190 days
<b>Weekly hours</b>	32.5 hours
<b>Location</b>	South Axholme Academy, Epworth, Doncaster

## Overall Purpose

To work under the direction of the Data, Exams, Cover & Timetabling Manager and Curriculum Leaders to teach and assess whole classes planned by the teacher. To be solely responsible for a class of students ensuring they are engaged in learning activities set by a teacher. Managing student behaviour and ensuring a safe environment.

## Job Description:

- Teach and assess whole classes planned by the teacher
- Plan, Teach and assess individual or small groups of students within the classroom as directed by the teacher
- In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher.
- 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 liaise with teachers/other relevant staff with regard to work set for a class and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
- 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 undertake student registration of a class as required.
- To assist with the organisation of cover for absent colleagues for both planned and unplanned absence.
- 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.

## Person Specification for the Role of Admin & Cover Coordinator

Application (A), Interview (I) Task (T),

**Reference (R)**

Qualifications	Essential	Desirable
Good literacy & numeracy skills (Level 3)	A I	
Very good interpersonal and customer care skills	A I	
Evidence of involvement in recent research relating to improving practice	A I	
Professional development relevant to the post	A	
First Aid Qualification		A
Professional knowledge, skills and understanding	Essential	Desirable
Effective use of ICT to support learning	A I	
Basic understanding and knowledge of relevant policies, codes of practice and legislation	A	
Understanding of managing budgets	A I	
Knowledge of organisation of Trips & Visits including Health & Safety requirements		A I
Ability to communicate effectively to students, staff, parents, governors and the wider community	I	
Ability to prioritise workload and meet deadlines, particularly for school events/productions	A I T	
Learn new things quickly	A I	
Ability to organise and communicate staffing cover arrangements		A I T
Display a conscientious and logic approach to the variety of tasks necessary for the smooth and efficient running of the school	I R	

Ability to update senior leaders on matters relating to absence and cover		A I
Ability to produce & update online calendars		A I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in an educational setting or similar environment		A
Experience of working with young people aged 11 to 18		A
Experience of working in a busy office environment	A I	
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I
Experience of MIS & Data software	A I T	R
Experience of Microsoft software packages (Word, Excel, Publisher)	A I T	
Basic understanding of child development and learning		A I
<b>Practical Skills</b>	<b>Essential</b>	<b>Desirable</b>
Flexible approach to work as well as good organisational and communication skills	A I R	
Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R	
Friendly, approachable and non-confrontational manner combined with the ability to be firm	I	
Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	I	
The capacity to inspire and motivate others – both adults and students		I
Ability to use ICT for administrative purposes	A T	
<b>Personal Qualities and Essential Attributes</b>	<b>Essential</b>	<b>Desirable</b>
A desire to work with young people and to support their education and achievements	A I	
A professional approach in both manner and physical appearance	I	

Able to demonstrate discretion, confidentiality and commitment	I R	
Able to liaise sensitively with parents/carers recognising their role in the student's learning	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexible and good humoured approach	I	
A proven track record of excellent attendance and punctuality	R	
A sense of humour and good sense of well-being	I	
Able to work with or without supervision	A I R	
Commitment to safeguarding and promoting the welfare of children and young people	A I	
High quality communication skills with the ability to develop positive relationships with students and adults of all levels	I R	
Ability to work as part of a team, understanding classroom roles and own position with the school hierarchy	I	
<b>High expectations of self and others</b>	<b>Essential</b>	<b>Desirable</b>
A flexible and adaptable approach	A I	
An innovator with the desire to continue to learn	A I	
Resilience and the determination to be successful within this role and ambitious for the Academy and its students	I	
<b>Safeguarding Students</b>	<b>Essential</b>	<b>Desirable</b>
Committed to safeguarding and promoting the welfare of children and young people	I	
<b>Equal Opportunity</b>	<b>Essential</b>	<b>Desirable</b>
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

**This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.**