

Job Description

Job Title	Assistant Teacher - Officer
Salary	£19,200 FTE
Type of contract	190 Days - Permanent
Weekly hours	32.5 hours Term Time
Location	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:

- Plan, 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.

Person Specification

Qualifications	Essential	Desirable
Good literacy & numeracy skills (Level 3)	A	
Further academic qualifications relevant to post		A
First Aid Qualification		A
Experience	Essential	Desirable
Experience of working in an educational setting or similar environment		A
Experience of working with young people aged 11 to 18		A
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I
Knowledge of School Management Information Systems		A
Experience of Microsoft software packages (Word, Excel, Publisher)		AI
Basic understanding of child development and learning		AI
Practical Skills	Essential	Desirable
Ability to manage the behaviour of students to promote a calm working environment	AI	
Ability to motivate students	I	
Ability to work collaboratively and effectively within a team	AIR	
Ability to work independently and to show initiative	AIR	
Ability to work under pressure, prioritise and meet deadlines	AIR	
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 effectively to support learning		A

Personal Qualities and Essential Attributes	Essential	Desirable
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	
An understanding classroom roles and own position with the school hierarchy	I	
High expectations of self and others	Essential	Desirable
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	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

Application Process

An application form can be found on our website at [South Axholme Academy](#)

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

If you would like further information about this vacancy or wish to have an informal discussion with a member of our leadership team, please contact Claire Tillen on 01427 872121.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

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.