

Job Description



Job title	Graduate Faculty Progress Assistant
Hours/Weeks per year	37 hours per week (term time only pro rata)
Responsible to	Assistant Principal
Salary	Scale 5

Job purpose

- a) To support learning and progress in lessons within a designated Faculty
- b) To support the management of resources, lesson preparation, updating of Faculty displays, accompanying Faculty based trips.
- c) To ensure that students receive high quality teaching and learning in the absence of their usual class teacher.
- d) To promote outstanding behaviour throughout the Academy.

Duties and responsibilities

- a) To support the management of resources across different lessons within the Faculty, aiding the progress of students
- b) To update Faculty displays and support the work of the teaching staff in promoting the work of the Faculty
- c) To support the organisation of Faculty trips and visits
- d) To arrive punctually to lessons and cover lessons as agreed by the Assistant Principal
- e) To follow recognised routines as set out by the Academy
- f) To register the class and take appropriate action regarding lateness and punctuality.
- g) To facilitate students' learning through delivering material prepared by teachers, and to supervise students whilst they follow work which has been set.
- h) Manage the behaviour of students whilst they are undertaking work to ensure a constructive learning environment, following the Academy Behaviour Policy.
- i) To respond to questions from students.
- j) Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- k) Collecting any completed work after the lesson and returning it to the appropriate teacher.
- l) To work co-operatively with other members of staff both departmentally and in the context of the whole school.
- m) To encourage a positive ethos and orderly learning environment within any classroom by treating students with respect and developing positive working relationships with the students
- n) Emphasising the value of good behaviour in the classroom and rewarding students where appropriate according to the Academy Behaviour Policy
- o) To attend meetings - Faculty, Year group, Parents Evenings etc as required.
- p) To perform duties as part of a Duty Team.
- q) To attend appropriate INSET to enhance subject knowledge, awareness of curriculum developments, classroom management skills etc, and whenever appropriate, share new knowledge and experiences with colleagues.
- r) To act as an exams invigilator if required.
- s) To support a form tutor during registration periods and in their absence to take the register.

Person Specification

- a) Knowledge and experience**
- b) Degree in a relevant subject suited to the Faculty
- c) Good level of literacy and numeracy including L2 passes in English and Maths
- d) Some experience of classroom assistant work or voluntary work in a school or nursery (D)
- e) Some experience of admin work
- f) Experience of working with children

Personal attributes

- a) Enthusiasm for the role
- b) Ability to work as part of a team
- c) Good communication skills with adults and children
- d) High expectations of and high aspirations for our students