



City of London Academy (Southwark)

Job Description

Year Assistant

Grade	JE3 £19,479 - £22,310
Hours	37 hours per week, 40 weeks per year, Monday to Friday
Responsible to	Head of Learning
Responsible for	N/A
Job purpose	To assist the Head of Learning in the smooth running of the year group, to promote the very highest standards of behaviour and self-respect, supporting students to overcome barriers to learning
Key Accountabilities	<p>Support for Pupils</p> <ul style="list-style-type: none"> To engage and establish relationships with all students in the year group and to become accepted as a person to whom they can turn for guidance and mentoring To liaise with the student voice coordinator to ensure that the views of students within the year group are represented in the Academy To be able to use student data to have an awareness of the progress of individual students To assist in the promotion of extra-curricular activities within the year and to encourage participation in cross curricular competitions and events To mentor identified individuals and small groups of students in your year as required To work with the year team to support children to overcome barriers to learning both inside and outside the school, ensuring their integration to lessons wherever possible To provide a range of academic support sessions after school to support target students <p>Support for Teachers</p> <ul style="list-style-type: none"> To assist tutors in the effective use of planners as laid out in the Academy's behaviour for learning and rewards policy To attend Parents Evenings and parent meetings and other school functions To undertake supervisory duties as required To attend morning briefing sessions with the Year Team and student support meetings when required To attend relevant meetings to provide feedback on student progress and achievement To help supervise early morning (8.15am), break and lunchtime for students in the year group <p>Support for the Academy</p> <ul style="list-style-type: none"> To assist in the day to day smooth running of the year team To work with Tutors and the MIS team to ensure the accurate recording of registers to help ensure excellent levels of attendance

	<p>and punctuality within the year group</p> <ul style="list-style-type: none"> • To assist with the monitoring of punctuality and promote an ethos of the importance of excellent attendance and punctuality • To support the Academy Behaviour Policy both by providing rewards and sanctions and monitoring the use of them within the year group • To assist in the administration and effective use of the Academy's sanctions systems within the year group • To assist with Student Panels • To assist with communications with parents and carers • To take part in assemblies and celebrations within the year group that are designed to develop awareness and understanding of social, moral, spiritual, cultural aspects of education as well as local, national and global issues • To promote the highest standards of behaviour and uniform within the year group • To attend the joint pastoral team meetings <p>Other</p> <ul style="list-style-type: none"> • Undertake such other duties as reasonable that correspond to the general character of the post and commensurate with roles of this level within the Academy as required by the Principal, Vice Principal, and Head of Learning
Other Duties	<ul style="list-style-type: none"> • To provide support and cover to the medical room as required in the absence of the Student Welfare Officer
Statutory	<ul style="list-style-type: none"> • To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning • To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy • To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives • To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers</i></p>	



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Person Specification

Year Assistant

QUALIFICATIONS

No	Description	Rating
1	Good degree	Desirable

SKILLS & EXPERIENCE

No	Description	Rating
2	Ability to relate well to young people	Essential
3	An understanding of the role of professionals working in the school environment	Essential
4	Basic understanding of child development and learning	Essential
5	Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work	Essential
6	Evidence of good organisational skills	Essential
7	Good interpersonal skills	Essential
8	Good communication skills	Essential
9	Ability to write clear concise reports	Essential
10	Ability to motivate and to effectively manage groups of people in large numbers and individually	Essential
11	Good IT and keyboard skills	Essential
12	Ability to work as part of a team	Essential
13	Ability to work with minimum supervision	Essential
14	Ability to maintain confidentiality	Essential
15	Experience of working in an inner city school	Desirable
16	Ability to promote students' progress in a variety of ways	Desirable
17	A basic understanding of the national curriculum	Desirable
18	Ability to communicate effectively with students, staff, parents and external agencies	Desirable
19	Commitment and contribution to Academy Equal Opportunities Policy	Essential
20	To have self-motivation and personal drive to complete tasks to the required timescales and quality standards	Essential
21	Be flexible to adapt to changing workload demands and new school challenges	Essential
22	Willingness to undergo first aid training	Essential
23	To be punctual, trustworthy and honest	Essential
24	Willingness to attend courses outside the school day	Essential
25	To be interested in students as individuals, in how they learn and be committed to the comprehensive ideal	Essential
26	To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues	Essential
27	Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students	Essential
28	Personal commitment to continuous self-development	Essential
29	A commitment to the vision, aims and objectives of the City of London Academy	Essential
30	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential