



**City of London Academy (Southwark)**  
**Job description**

<b>Job Title</b>	Year Assistant
<b>Grade</b>	JE3
<b>Salary</b>	£18,908- £21,656
<b>Hours / Weeks</b>	37 hours per week, 40 weeks per year
<b>Responsible to</b>	Head of Learning
<b>Responsible for</b>	N/A
<b>Job Purpose</b>	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
<b>Key Accountabilities</b>	<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"><li>• 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</li><li>• To liaise with the student voice coordinator to ensure that the views of students within the year group are represented in the Academy</li><li>• To be able to use student data to have an awareness of the progress of individual students</li><li>• To assist in the promotion of extra-curricular activities within the year and to encourage participation in cross curricular competitions and events</li><li>• To mentor identified individuals and small groups of students in your year as required</li><li>• 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</li><li>• To provide a range of academic support sessions after school to support target students</li></ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"><li>• To assist tutors in the effective use of planners as laid out in the Academy's behaviour for learning and rewards policy</li><li>• To attend Parents Evenings and parent meetings and other school functions</li><li>• To undertake supervisory duties as required</li><li>• To attend morning briefing sessions with the Year Team and student support meetings when required</li><li>• To attend relevant meetings to provide feedback on student progress and achievement</li><li>• To help supervise early morning (8.15am), break and lunchtime for students in the year group</li></ul> <p><b>Support for the Academy</b></p> <ul style="list-style-type: none"><li>• To assist in the day to day smooth running of the year team</li><li>• To work with Tutors and the MIS team to ensure the accurate recording of registers to help ensure excellent levels of attendance and punctuality within the year group</li></ul>

	<ul style="list-style-type: none"> <li>• To assist with the monitoring of punctuality and promote an ethos of the importance of excellent attendance and punctuality</li> <li>• To support the Academy Behaviour Policy both by providing rewards and sanctions and monitoring the use of them within the year group</li> <li>• To assist in the administration and effective use of the Academy's sanctions systems within the year group</li> <li>• To assist with Student Panels</li> <li>• To assist with communications with parents and carers</li> <li>• 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</li> <li>• To promote the highest standards of behaviour and uniform within the year group</li> <li>• To attend the joint pastoral team meetings</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• To provide support and cover to the medical room as required in the absence of the Student Welfare Officer</li> </ul>
<b>Statutory</b>	<ul style="list-style-type: none"> <li>• To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning</li> <li>• 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</li> <li>• 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</li> <li>• To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity</li> </ul>



## City of London Academy (Southwark)

### Person Specification

Post Title: Year Assistant

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Good degree</li> </ul>
<b>Experience, Ability/Skills</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to young people</li> <li>• An understanding of the role of professionals working in the school environment</li> <li>• Basic understanding of child development and learning</li> <li>• Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work</li> <li>• Evidence of good organisational skills</li> <li>• Good interpersonal skills</li> <li>• Good communication skills</li> <li>• Ability to write clear concise reports</li> <li>• Ability to motivate and to effectively manage groups of people in large numbers and individually</li> <li>• Good IT and keyboard skills</li> <li>• Ability to work as part of a team</li> <li>• Ability to work with minimum supervision</li> <li>• Ability to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an inner city school</li> <li>• Ability to promote students' progress in a variety of ways</li> <li>• A basic understanding of the national curriculum</li> <li>• Ability to communicate effectively with students, staff, parents and external agencies</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Commitment and contribution to Academy Equal Opportunities Policy</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• To have self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>• Be flexible to adapt to changing workload demands and new school challenges</li> <li>• Willingness to undergo first aid training</li> <li>• To be punctual, trustworthy and honest</li> <li>• Willingness to attend courses outside the school day</li> <li>• To be interested in students as individuals, in how they learn and be committed to the comprehensive ideal</li> <li>• To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues</li> <li>• Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students</li> <li>• Personal commitment to continuous self-development</li> <li>• A commitment to the vision, aims and objectives of the City of London Academy</li> </ul>	