

## Job Description

<b>Job title:</b> Advocate	
<b>Main purpose of job:</b>  <p>To become an advocate for a subject as directed by Faculty Leader of a defined subject area. Advocates will assist with students to provide individual or small group support within a subject that the candidate is a specialist within. The primary aim is to enable learners to achieve well in GCSE courses through the provision of additional small-group support sessions.</p> <p>Advocates will respond to general questions, provide general feedback to students, teachers and pastoral teams. They will also participate in faculty co-planning, assessment and CPD opportunities.</p>	
<b>Faculty:</b> Mathematics, English and Science	<b>Location:</b> Plume Academy
<b>Position reports to:</b> Faculty Leaders of Mathematics, English and Science.	<b>Position is responsible for:</b> N/A
<b>Length of contract:</b> 30 per week Term time only (38 Weeks) (8.30am to 3.10pm) Fixed Term to July 2020	<b>Salary:</b> Local Government Pay Scale Band 2 Point 11 – actual starting salary £11,946 per annum

## Main Duties

The major responsibilities will be:

### Support for Students

- hold one to one or group support for students with specific subject area
- instruct and supervise students engaged in learning activities
- act as a role model and set high expectations of conduct and behaviour
- promote the inclusion and acceptance of all students within the classroom
- keep students on task and respond to general queries

### Support for Teachers

- provide objective and accurate feedback to the teacher on the conduct of the lesson
- keep appropriate records as agreed with the teacher
- provide support with classroom displays or equipment set up for classes as directed
- promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

**Support for the Curriculum**

- support the use of ICT where appropriate
- make appropriate use of equipment and resources

**Support for the Academy**

- be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- participate in training and other learning activities as required
- attend relevant academy meetings as required
- respect confidentiality at all times
- when not engaged in a lesson, provide administrative support to faculty

**General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

**The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Last updated:** October 2020

**Date of next review:** N/A

**Person specification form**

**Job Title:** Advocate

**Department:** Mathematics, English or Science

<b>Factor</b>	<b>Essential?</b>	<b>Desirable?</b>
<b>Qualifications</b>	Exceptional grade at A'level within subject area Degree level educated	Further study or interest within teacher training opportunities
<b>Relevant experience / Skills</b>	<ul style="list-style-type: none"> <li>• commitment to the pursuit of high standards in all aspects of the life and work of the academy</li> <li>• personal presence and confidence; warmth and sensitivity</li> <li>• openness and sensitivity to staff, students and parents/carers</li> <li>• commitment to working proactively with students, parents/carers, trustees and other partners in the learning process</li> <li>• commitment to recognising and valuing the achievements of all members of the academy community</li> <li>• proven ability to work as a team member</li> <li>• commitment to equality of opportunity</li> </ul>	
<b>Aptitude and abilities</b>	<ul style="list-style-type: none"> <li>• able to communicate effectively, both orally and in writing</li> <li>• able to build and maintain effective relationships at all levels that encourage collaborative working</li> <li>• strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines</li> <li>• proficient in Microsoft Office (Word/Excel spreadsheets)</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• ability to communicate at all levels</li> <li>• sense of humour</li> <li>• loyalty and discretion</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• open communicator</li> <li>• welcoming disposition</li> </ul>	

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Date of next review: N/A