

JOB DESCRIPTION

Strood Academy

Title:	Faculty Assistant
Grade:	NJC Scale C1 17-26
Hours:	32.5 per week, term time plus 5 staff days and 5 additional days
Relationships:	Liaising with Faculty Leader and staff within the faculty
Reporting to:	Faculty Leader

Core Purpose: To support the work of the Faculty Leader and to provide cover supervision across the academy, working with groups of students and administrative work within the faculty.

The work done by the Faculty Assistant in support of the Head of Faculty is based on tasks which teachers no longer do under the terms of workforce remodelling. These are principally, but not limited to;

- The Faculty Assistant provides cover for teacher absence where possible within their own Faculty, matching as closely as possible experience and expertise, and when necessary elsewhere in the school. A guideline of 50% cover time will ensure sufficient time for Faculty duties.
- Administration within the Faculty/Department to include such activities as record keeping, filing, phone calls, planning for visits, data entry and retrieval, minutes of meetings, copy typing, producing lists, ordering supplies and equipment, producing standard letters
- Administering and invigilating examinations
- Improving and maintaining classroom learning environments including display
- Assistance with the production of learning materials for lessons
- Support for self review and Quality Assurance activities
- Support for student behaviour management systems
- Support for students within lessons and withdrawal of students where appropriate
- Support for student management during registration and assemblies
- Support for classes/team teaching
- Leading small group work to raise standards
- Any other tasks required by the Faculty Leader and commensurate with the role.

Our successful candidate will have access to HLTA training & Foundation Degree courses.

Person Specification

The Faculty Assistant will be educated to at least Level 3 (A level or equivalent) and will have good IT skills. In addition the Faculty Assistant:

- has excellent communication skills
- is able to work successfully with young people and adults
- is able to work as part of a team, contributing to the work of the Faculty
- is able to deliver cover lessons which have been planned by a teacher
- is able to prioritise work effectively and meet deadlines.