

Strood Academy

Job Description

Position: Faculty Assistant for Student Support and Well Being

Grade: C1 – NJC Scale - £15,968 - £20,655 based on Term Time + 2 weeks (FTE £19,171 - £24,799)

Responsible for:

Cover supervision, working with groups of students and administrative work within the faculty.

Relationships:

Liaising with Faculty Leader and staff within the faculty

Accountable to:

The Line Manager is the Faculty Leader

Core Purpose:

To support the work of the Faculty Leader and to provide cover supervision across the academy

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.

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The work done by the Faculty Assistant in support of the Faculty Leader 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
- And any other tasks required by the Faculty Leader and commensurate with the role