

**THE BISHOP OF WINCHESTER ACADEMY JOB  
DESCRIPTION- SUPPORT STAFF**

**Section One General  
information**

<b>Post Title</b>	Admin and Pastoral Support
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p><b>To provide an effective and efficient support to Heads of Year:</b></p> <ul style="list-style-type: none"> <li>• Working with the Student Support Lead and Heads of Year to celebrate 'living life to the full' by promoting high attainment and outcomes</li> <li>• Working with the Heads of Year and Phoenix Centre Lead to support and encourage 'high expectations – no excuses' through the behaviour system</li> <li>• Consulting, liaising and communicating with parents, staff and external agencies by telephone, email, letter or text as appropriate</li> <li>• Liaising with all staff including attendance officer and SENCO, teachers, management and any other parties as required on a regular basis</li> </ul> <p><b>To provide effective learning support to a variety of students to include:</b></p> <ul style="list-style-type: none"> <li>• Provide a supportive service to students at Student Support Services, liaising with staff, parents and external agencies as appropriate</li> <li>• Ensuring lost property and confiscated items are suitably processed</li> <li>• Ensuring lockers are allocated and records appropriately maintained</li> <li>• Co-ordinate and organise student photographs in liaison with the Head of Administrative Services.</li> <li>• Provide first aid and medical support to students in line with academy policies</li> <li>• Assisting with the students' personal, behavioural and social development through appropriate guidance and advice.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To act as a good role model to students by demonstrating respect and responding appropriately through the interactions with students and adults</li> <li>• To undertake other administrative tasks, when requested, to provide a comprehensive support service to the academy</li> </ul>

	<ul style="list-style-type: none"> <li>• To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner.</li> <li>• To act as an internal and external ambassador for the academy. To support and present the corporate image of the Academy.</li> </ul> <p><b>This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</b></p>
<b>Reporting to:</b>	Academy Leadership Team, Heads of Year, Student Support Lead
<b>Responsible for:</b>	Providing an effective support service to the students and pastoral team
<b>Liaising with:</b>	Principal, Vice Principal, Leadership Team, Head of Administrative Services, Director of Finance, external agencies as appropriate, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Disclosure Level:</b>	Enhanced

**Section Two**  
**Professional Duties and Responsibilities**

<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
<b>Self-Development</b>	To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
<b>Attitude</b>	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.