



Pathfinder

Multi Academy Trust

*Providing an excellent education from age 2 to 19*

# School Assistant

## Archbishop Holgate's School

Required as soon as possible



**Archbishop Holgate's School**

A Church of England Academy Founded 1546

We are looking for a School Assistant to support students at Archbishop Holgate's School in a range of learning settings by fostering a positive working environment, so that students are engaged, on task and able to access the curriculum as fully as possible.

The successful candidate will benefit from joining a team of supportive and highly committed colleagues who are dedicated to ensuring that all our students have the best possible opportunities for the future.

Completed application forms should be posted or emailed to:

Mrs Jacqui Sissons  
Head's PA,  
Archbishop Holgate's School  
Hull Road  
York  
YO10 5ZA  
[jsissons@archbishopholgates.org](mailto:jsissons@archbishopholgates.org)

### School

Archbishop Holgate's School

### Job Title

School Assistant

### Reports to

SENDCo and Inclusion Centre Manager

### Grade

Grade 4 - £13,645 to £14,476 per annum  
(this is the pro rata salary)

### Additional Information

This post is Term Time Only for 32.5 hours per week. Additional hours may, on occasion, be available to support with our "Before School Club" and with our Homework Clubs that take place after the normal school day has ended.





# Archbishop Holgate's School

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

***Christian values that underpin all we do.***

***Outstanding pastoral care that sees each student as an individual.***

***Maximum achievement for all students, at all levels.***



We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop's they do so as well rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

As recently as October 2017 the school was delighted to once again be awarded outstanding judgements in all areas of the SIAMS Inspection.

The last five years have seen the school enjoy its best ever results at GCSE and Post 16.

At KS5 the sixth form has consistently performed in the top 10% of Post 16 providers. Previously the sixth form has topped the national league tables for the delivery of vocational qualifications and for the last two years the A Level performance placed the sixth form in the top 2% of post-16 providers nationally for student progress.

At KS4 the school consistently performs significantly above the national average, with the 2019 outcomes outstanding in all areas with a provisional Progress 8 figure of +0.74 that will likely place the school in the top 5% or better out of all schools nationally.

Overall progress residual	+0.74
Maths progress residual	+0.33
English progress residual	+0.72
Ebacc progress residual	+0.82
Technical progress residual	+0.94

In April 2014 the Headteacher was invited to Downing Street to celebrate outstanding performance in State Education.

***"Evidence presented during this visit demonstrates that Archbishop Holgate's remains an outstanding school, both in terms of its pastoral provision and academic progression pathways. The school is well led and as a result there is an atmosphere of continuous improvement that is shared across the senior team and means that priorities for improvement are accurately identified and actions taken are impactful and result in timely improvement."***

***(YCP – June 2017)***



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# Pathfinder Multi Academy Trust

We are an inclusive partnership of church and community schools underpinned by a shared vision, common values and a commitment to providing an outstanding and holistic education to all the young people we serve.

## ***Collaborate***

As a family of schools, we work collaboratively to celebrate and nurture both the similarities and distinctiveness of each school's individual ethos and values.

## ***Celebrate***

We celebrate the uniqueness of all pupils, and through outstanding pastoral care, academic challenge and inspirational teaching we support each child to flourish and succeed.

## ***Develop***

We develop outstanding leadership at all levels that delivers maximum achievement whilst supporting and developing the vision and values that underpin all we do.

## ***Thrive***

We generate positive and challenging learning environments which allow staff to grow and thrive through excellent professional development.

## ***Nurture***

We nurture an ethos in which children learn by example and grow spiritually, morally and socially to understand the uniqueness and diversity of communities, faiths and cultures - locally, nationally and internationally.

## ***Community***

Partnering with the Church of England, other schools, educational institutions and the Pathfinder Teaching School to ensure we provide an outstanding education from pre-school to post 16.

“Your present circumstances don't determine where you can go; they merely determine where you start.”





# Job Description

## Main Purpose of Job

To support students at Archbishop Holgate's School in a range of learning settings by fostering a positive working environment, so that students are engaged, on task and able to access the curriculum as fully as possible.

## Core Responsibilities, Tasks and Duties

- Under the leadership of the class teacher and within guidelines drawn up by the School's Inclusion Centre, to work with students in small groups and individually within both the Inclusion Centre and their normal classes.
- Under the leadership of the class teacher to assist with specific classroom activities.
- Provide student mentoring which may be on-site or supporting students engaged in off-site work based learning.
- Supervise students on site during the lunchtime break (we do not employ separate MSAs). To include supervising students as they come in to, and queue for, lunch; in the dining area whilst students eat and then general supervision of a specific part of the school site or of specific named pupils.
- Provision of administrative support including the organisation, preparation and storage of learning materials. Inputting of student assessment data, collation of student and other aspects of administrative support for a particular subject area or school-wide function.
- Follow the school's policies and procedures, in particular: All Safeguarding, health and safety policies, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
- Participate as required in the school's performance management and supervision systems and take part in appropriate training and development activities.
- Contributes to the overall ethos, work and aims of the school.

## Supervision/Management of People

None.

## Creativity and Innovation

- Monitors and is responsive to students' learning and behaviour and supports accordingly to maximise access to learning and the curriculum.
- Monitors and is responsive to students' personal needs and adapts accordingly.
- Communicates effectively with teachers, other professionals and parents whenever the need arises.

## Contacts and Relationships

### Internal

- Enables students' access to the planned curriculum and meets personal and social needs - daily. Takes part in school, departmental or whole team meetings as required.

### External

- Provides information about student's progress, strategies and issues with any external agencies involved as required.





## Decisions – Discretion and consequences

- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises when it is necessary to make adjustments to planned activities in order to enable the student to access the curriculum fully and make progress.
- Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.

## Resources

May have responsibility for the preparation and storage of subject specific learning materials.

## Work Environment

### Work demands

- Work may be subject to frequent change and interruption.

### Physical demands

- Involves some sitting with students in classroom and Inclusion Centre environments but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running e.g. PE lessons.

### Working conditions

- Majority of work takes place in classrooms and the Inclusion Centre
- Staff will be involved in outside activities e.g. supervision of students at lunch time, sports field activities, off-site educational activities in all weather conditions as required.

### Work context

- Risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

## Knowledge and Skills

- Experience of relating well to young people
- An understanding of safeguarding requirements in a school setting
- Willingness and ability to support the school in providing a secure, ordered environment based on courtesy and mutual respect
- Ability to command the respect of students through personal warmth combined with firmness
- Excellent communication and interpersonal skills
- Good literacy and numeracy skills – preferably GCSE in Maths & English to Grade C level or equivalent
- Ability to work with colleagues as a team; displaying the qualities of flexibility, enthusiasm, tact and a positive “can-do” attitude to work.
- ICT capability – to assist with preparation of resources and the input of pupil data
- Understanding of data protection and confidentiality requirements of working with sensitive and personal information.
- Must be committed to furthering the school’s strategic aims, values, policies and procedures including such areas as:
  - Valuing the unique strengths of each student as an individual
  - Traditional values including punctuality and smart personal appearance
  - Maximising the development and achievement of all of the students in our care
  - Positive relationships based on firmness and fairness
  - Personal commitment to own continuing professional development

## Position of Job in Organisation Structure

**This post is part of the team of School Assistants that is lead and co-ordinated by the school’s SENDCo and the Inclusion Centre Manager.**



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# Benefits of working at Pathfinder

## Pension Scheme

As an employee of Pathfinder MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder MAT also pays into the scheme on your behalf at the following rates (regardless of earnings):

### Support Staff Pension Scheme

LGPS – Pathfinder MAT contributes an additional 19.9% of your salary.

### Teachers' Pension Scheme

Pathfinder MAT contributes an additional 16.48% of your salary.

For more information please visit:

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) [www.nypf.org.uk](http://www.nypf.org.uk)

## Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Pathfinder MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the Cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

## Continuing Professional Development (CPD)

Pathfinder Multi Academy Trust is committed to the Professional Development of all staff and we have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues

## Employee Assistance Programme



Making sure everyone in Pathfinder Multi Academy Trust team gets the support they need whatever their worries, at home or at

work. The 24/7 confidential Employee Assistance Programme offers specialist counselling and information meaning everyone has support at any time.

### What does it provide?

The Employee Assistance Programme is available 24 hour a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. It provides:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal information
- Management consultation to support those responsible for managing others
- Up to six sessions of face-to-face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

The Education Support Partnership experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services.

### Education Support Partnership Grants

A confidential grants service to help you manage your financial and money worries to get you back on track when you are struggling. If you are working in or retired from the education sector and are suffering financial problems caused by unemployment, ill health, sudden life events, bereavement or a personal injury the Education Support Partnership may be able to help you.