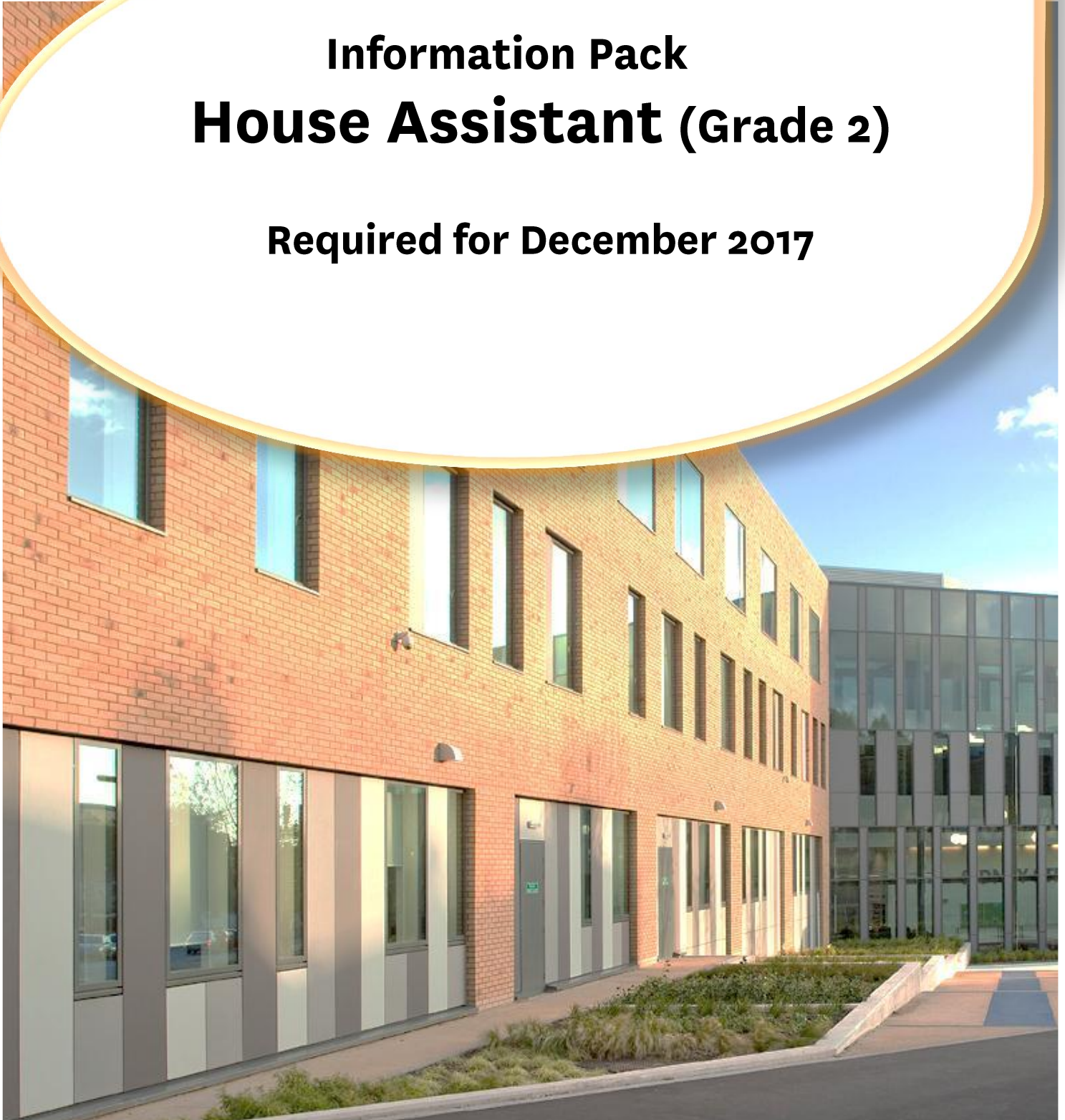


Information Pack House Assistant (Grade 2)

Required for December 2017



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



House Assistant

Each house has a full time non teaching House Head and a non teaching House Assistant. There are approximately 210 students in each year group and your role will be to provide support to the House Head. This will involve administrative support, lunch and break time duties, contacting parents, collecting students, supporting assemblies and the tutorial programme. It is not a desk job, it is very much a hands on, being around the school role, every day will be different and you will be expected to develop excellent relationships with the students in your house and with their parents.

Pastoral System

We operate a system of vertical tutoring. There are 5 houses and each house has 11 tutor

groups led by a tutor and a co-tutor. There are 20 students in each tutor group so tutors get to know their students and families very well.

Pastoral care is a strength of the Academy and we pride ourselves on the support we are able to offer. The vacancy arises due to the current post holder gaining promotion.

Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays



- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – House Assistant (Grade 2)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title: House Assistant

Accountable to: Head of House

Grade: 2

Hours: 37 hours per week - Term time only plus 5 days
Monday to Thursday 8.30 am to 4.30 pm
Friday 8.30 am to 4.00 pm

Job Purpose

To provide support to the heads of house by

- Assisting with administration tasks
- Enabling effective communication with staff students and parents
- Supporting the house head in striving for personal excellence to be developed by all pupils; and to ensure that a sense of pride is developed in students as members of the House and of the school

Key Tasks and Responsibilities

Personnel Management

- To maintain the highest standards at all times
- To support house head in communication between school and parents, arranging appointments, logging concerns etc.

Student Management

- To support Head of House with promoting high standards of attendance- recording late students, ensuring that parents are contacted and follow up with relevant sanctions including distribution of report cards and administration regarding late detentions and arranging for registers to be available for assembly
- To provide admin support for House Heads, writing letters, taking notes in meetings, booking appointments (for example careers, reporting day vaccinations, parents)
Checking SIMS to ensure that mentoring has been recorded, entering Vivo's, recording incident statements, production of certificates, scanning of student files and managing
- House diary
- Logging information on SIMS including behaviour, report cards and any other relevant information
- To be responsible for liaising with Directors of teaching and learning when new students start midyear to ensure an appropriate timetable is available before the student arrives. Printing of student's timetables, arranging log on details for IT and catering system
- If the House Head is absent or not available dealing with students that are brought to the office by calming them down and then referring to the appropriate Assistant Principal to follow up or other support staff as appropriate

Others

- To be part of the whole school emergency rota system
- Dissemination of information to tutors through TIFF folders
- To support and maintain the workload of the Head of House in their absence
- To participate in the management of the lunchtime arrangements supporting high standards of behaviour
- Prepare announcements to be delivered by House Heads for assemblies
- To ensure that the displays in the house area are high quality and updated regularly (liaising with the whole school display assistant)
- To organise the recording and celebrating of house achievements and assist in the organisation of charity week and other events where tickets are sold/awarded through the House system.
- To keep a record of house points, behaviour and punctuality points for students
- Help with the administration of lockers- issuing and logging defects
- To liaise with tutors and House Head regarding student use of planners
- To assist House Heads with organisation of trips and accompany as appropriate
- To support house with high standards of uniform
- To work positively as part of the support staff team
- To participate in the performance management reviews

To undertake any other duties that may be reasonably deemed part of the role.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C. Turpin (September 2017)

Personnel Specification

ESSENTIAL	▪ 5 GCSE grade “C” or above, or equivalent ▪ Administration experience ▪ Excellent IT skills including Microsoft Word, Excel & PowerPoint ▪ Excellent telephone manner and the ability to handle queries sensitively and professionally ▪ Excellent organisational and diary management skills ▪ Able to take notes in meetings ▪ Ability to communicate clearly and effectively at all levels, both from an oral and written perspective ▪ A high level of numeracy and literacy skills ▪ Ability to work on own initiative and as part of a dedicated team ▪ Responsive, flexible, organised, reliable & confident ▪ Ability to work to constant and moving deadlines ▪ Commitment to equal opportunities and the principles of data protection
ADDITIONAL REQUIREMENTS	▪ Occupational Health Clearance ▪ Receipt of a satisfactory Enhanced CRB Check ▪ Receipt of two satisfactory references

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

House Assistants

Grade 2 - £13,171 - £14,247 pa (actual salary)

37 hours per week - Term time only plus 5 days

Monday to Thursday 8.30 a.m. to 4.30 p.m. Friday 8.30 a.m. to 4.00 p.m.

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are seeking to appoint a House Assistant to provide support to House Heads. This will involve administrative tasks, duties, supporting our rewards and behaviour programme and working with students and their families.

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademytrust.org.uk

Please return completed application forms to Louise Gregory Admin Assistant -

lgregory.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 9th October 2017 at 12noon

Interview date : Monday 16th October 2017

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.