

## Academic Support Officer

### December 2019

You will either be an experienced Academic Support Officer keen to transfer your success to a new academy or an ambitious and driven member of support staff keen to work in a different role for the first time. Either way we want you to be passionate about working with young people and providing them with the skills to achieve academic success.

At Phoenix Academy we are developing a culture where the highest standards are expected of staff and students. We were recently graded 'Good' in all categories by Ofsted and are looking for the right candidate to strengthen our team. Phoenix is a dynamic and demanding academy and one where students and staff are exceptionally well supported.

#### ABOUT YOU:

The ideal candidate will share in the Future Academies Trusts belief and vision that with the right teaching every student will reach their full potential and that schools serve their families and the local community as well as their pupils'.

#### We can offer you:

- \* Free access to our leisure centre which includes a swimming pool, fitness suite and dance studio
- \* The opportunity to work with enthusiastic and happy pupils
- \* The chance to help rapidly improve the most improved academy in London (2017)
- \* Excellent CPD focused on outstanding teaching and learning
- \* Access to the Trust Future Leaders programme and multiple leadership development opportunities
- \* The expertise and support of senior leadership and colleagues across the Future Academies Trust
- \* An area well served by public transport, plus ample car parking on site

To apply, please download the application form, or visit our website and return the completed form to [recruitment@phoenixacademy.org.uk](mailto:recruitment@phoenixacademy.org.uk) or contact Mieschel McIntosh on 020 8749 1141 for further information or to arrange a visit and informal conversation. Please do visit our website [www.phoenixacademy.org.uk](http://www.phoenixacademy.org.uk) for more information about the Academy, and the Trust's site [www.futureacademies.org](http://www.futureacademies.org) to find out more about our ambitious educational family.

**Closing date: 9/12/2019**

Phoenix Academy, The Curve, London W12 0RQ

**Please note that Future Academies reserves the right to appoint at any stage during the recruitment process so early applications are encouraged.**

*Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post*

# Job Description Academic Support Officer

**Job Title:** Academic Support Officer

**Reports to:** SLT link/Head of Year

**Responsible for:** To work as a member of the Pastoral Team, to support the Head of Year and Senior Leadership Team within the academy to raise the attainment of all students

**Salary:** £22,047

**Disclosure level:** Enhanced

## Main Responsibilities

- a) to be the second point of contact after the Form Tutors for students and parents, especially in relation to the day to day working of the Academy Behaviour Management Policy.
- b) to assist the Head of Year for a designated Year Group.
- c) to prioritise the issues arising from contacts with students and parents to minimise the disruption to academy learning and to ensure that issues are dealt with efficiently and at the right level.
- d) to support the personal social and academic development of students and promote their well-being within the specified Key Stage.
- e) to liaise with appropriate members of staff to implement positive behaviour management strategies.
- f) to work as an active member of a tutorial team to support colleagues in setting high expectations for standards of behaviour, dress and achievement.
- g) to contribute to the overall ethos, work and aims of the academy.
- h) to assist in maintaining links with home, internal and external support services involved with student welfare.
- i) to support with covering lessons

## Other Specific Duties:

Attendance, Punctuality and Uniform

- a) to liaise with the attendance office over first day call for at risk or critical groups as identified. Liaise with designated Senior Leadership Team and Head of Year to contact home.
- b) to monitor student punctuality and assist with detentions for lateness.
- c) to support academy Behaviour policies within the academy.

## Behaviour Management

- a) to be in charge of the administration of after academy detention system by recording names, reminding students, liaising with duty staff and co-ordinating any follow-up action.
- b) to assist senior staff with individual students who, for whatever reason, are not in class. This may mean following up truants (attendance), counselling learners who are distressed (liaising with the Welfare Assistant) and liaising with senior staff on action to be taken.
- c) to liaise with teaching staff over internally and fixed term excluded learners including emergency cover.
- d) to organise and administer conduct and attainment reports.

- e) to liaise with other staff.
- f) to administer and monitor the daily report system to individual students, as well as lesson, punctuality, loss of free time, attendance, principal reports and any other relevant document that may be used to monitor learner progress.
- g) to liaise with external agencies such as LA, Police Liaison Officer, EWO and other agencies regarding key students.
- h) to supervise excluded students.
- i) to assist in organising academy detentions and maintain records.
- j) to liaise with tutors over student planners.
- k) to undertake duties at break time according to the duty rota.
- l) to collate information on students successes e.g. merits/ rewards.

### **Communication**

- a) to maintain conduct logs on SIMS system and analyse weekly.
- b) to attend meetings as appropriate.
- c) to maintain diary for re-admissions/ bullying and racist incident logs.
- d) to support with school events such as academy photographs, Drop Down Days, etc.
- e) to assist with the organisation of presentation evenings and other key events associated with the Key Stage.
- f) to carry out administrative tasks as appropriate.
- g) to liaise with parents/carers and keep accurate records.
- h) to liaise with relevant support agencies.
- i) to support in bullying issues.
- j) to communicate with parents, organise meetings and make appointments at the request of Key Stage Managers.
- k) to assist in the organization of information for internal/external support services including inclusion meetings.
- l) to order and organise year group resources as directed.
- m) to exams for the appropriate year group.
- n) to supervise students on educational trips and in academy clubs.
- o) to report all concerns about Child Protection/Health & Safety/Security to the appropriate person.

### **General:**

- a) to undertake any other tasks which are reasonably requested by the academy.
- b) to take part in the academy's performance management, process.
- c) to undertake appropriate training.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.**

# Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our Academy's. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure staff in a teaching capacity are not subject to a prohibition order or an interim prohibition order. Teachers from the EEA are also subject to a check for any restrictions/sanctions. Those appointed to a management position will be subject to a 'Section 128 direction' to ensure they are not prohibited from taking part in the management of a academy.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September, 2018.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

## Invitation to Interview – please bring with you:

- ❑ Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- ❑ Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- ❑ Documentary proof of address (i.e. utility bill, financial statement etc.)
- ❑ Where appropriate any documentation evidencing a change of name
- ❑ Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post
- ❑ Evidence that you have the right to work in the UK

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

## Phoenix Academy – The area

This area has fantastic transport links. It has five underground stations which together link Shepherd's Bush to the Central, Hammersmith & City and London Overground lines. The closest station is White City and Shepherd's Bush and Wood Lane are within easy walking distance. Journey times are:

- 🕒 Liverpool Street: 26 minutes
- 🕒 Canary Wharf: 41 minutes
- 🕒 Waterloo: 28 minutes
- 🕒 Bank: 23 minutes

There is ample free parking on-site.

Shepherd's Bush has superb entertainment provisions and arts facilities. It's a very active and vibrant area in West London. It has extensive retail facilities, including the Westfield Shopping Centre, the largest urban shopping centre in Europe. Shepherd's Bush has the postal code W12.



