

## JOB DESCRIPTION

|                               |                                   |
|-------------------------------|-----------------------------------|
| <b>Post Title</b>             | Assistant to the Heads of Year    |
| <b>Salary Scale / Grade</b>   | Scale 4 SCP 7-11                  |
| <b>Primary Workbase</b>       | Medina College                    |
| <b>Hours per week</b>         | 37 hours per week                 |
| <b>Full time or Term time</b> | Term time plus 1 day              |
| <b>Reporting to</b>           | Assistant Headteacher (Behaviour) |

### Purpose:

To provide support to the Heads of Year in their professional leadership and management of the tutor teams and student cohort. To support the implementation of systems and procedures, to secure improvements in standards of learning and achievement for all students in the cohort.

### Key Accountabilities:

- To support the Heads of Year with the collation, monitoring and review of students' six weekly assessments across subject areas.
- In consultation with the Attendance Officer, to monitor students' attendance and identify cases of concern.
- To issue passes for students to go off-site during the school day.
- To issue bus passes, including temporary passes, and ordering replacements.
- To manage the provision of lockers for students.
- To manage lost property.
- To deal with first aid for students and oversee all medical conditions and requirements.
- To administer medication on a rota basis.
- In consultation with the Heads of Year, to input data to Arbor and maintain Year group records and files.
- To support the Heads of Year in the monitoring of students' welfare and behaviour and facilitating meetings and discussions with parents.
- To support the Heads of Year in ensuring students are dressed in the appropriate uniform and manage the distribution of uniform as necessary.
- To undertake any work associated with the admission of students as requested by members of the Senior Leadership Team (SLT) and Heads of Year.
- To ensure that any matters relating to child protection that arise, or are brought to their attention, are referred to the college's Child Protection Officer.
- To organise and support meetings for the Heads of Year with all external agencies.
- To organise and support parents' evenings for Year groups, and support whole school events as required.
- To report all on/off roll WM3 weekly to County Hall.
- To maintain accurate records of all in year admissions and managed moves.
- To implement BFL system and administration where necessary.
- To constantly review the effective work of the student support function and suggest improvements as appropriate.

#### Other responsibilities

- To follow and support the Federation's policies reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the federation's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

#### Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

February 2022

## PERSON SPECIFICATION

|   | Essential | Desirable | How Tested<br>A – Application<br>I – Interview<br>T - Test |
|---|-----------|-----------|--|
| <b>QUALIFICATIONS AND TRAINING</b>  |           |           |  |
| GCSEs at 4 / C or above in English and Mathematics or equivalent  | ✓         |           | A  |
| NVQ level 3 or equivalent   | ✓         |           | A  |
| Vocational training / qualification in administration   |           | ✓         | A  |
| First Aid Certificate   |           | ✓         | A  |
| <b>EXPERIENCE</b>   |           |           |  |
| Basic experience of working with or caring for children in group setting of relevant school age   | ✓         |           | A, I   |
| Experience of working with students with additional needs   | ✓         |           | A, I   |
| Day to day working experience in ICT including word processing, spreadsheets and school learning packages                                       | ✓         |           | A, I   |
| A working knowledge of Google software, including Google Docs and Google Sheets   | ✓         |           | A, I   |
| Experience of working in an office environment for at least 2 years   | ✓         |           | A, I   |
| Record keeping and administrative experience  |           | ✓         | A, I   |
| Experience of working in an educational setting   |           | ✓         | A, I   |
| Knowledge of school systems and practices, ability to use Arbor   |           | ✓         | A, I   |
| <b>KNOWLEDGE AND UNDERSTANDING</b>  |           |           |  |
| Understanding of child development  |           | ✓         | A, I   |
| Commitment to, and understanding and experience of, the main safeguarding principles  | ✓         |           | A, I   |
| <b>SKILLS AND ABILITIES</b>   |           |           |  |
| Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings                             | ✓         |           | A, I   |
| Good level of competence in ICT, particularly Google systems and school learning packages   | ✓         |           | A  |
| Ability to work flexibly and under own initiative to achieve objectives   | ✓         |           | AI   |
| Ability to use own initiative to prioritise, coordinate, organise and plan work effectively, paying attention to detail, working under pressure | ✓         |           | A, I   |
| Conscientious and positive disposition  | ✓         |           | A, I   |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these                    | ✓         |           | A, I   |

| <b>PERSONAL QUALITIES AND ATTITUDES</b>   |   |   |      |
|---|---|---|------|
| Ability to maintain high quality professional relationships with all governors, staff, students, parents and visitors, acting as role model to students | ✓ |   | I    |
| Ability to be discreet and professional at all times, ensuring confidentiality is upheld  | ✓ |   | I    |
| Ability to work well under pressure and remain calm, good-humoured and organised. Calm, approachable, resolution-focussed disposition.                  | ✓ |   | I    |
| Willingness to participate in further training and developmental opportunities to further knowledge   | ✓ |   | I    |
| Flexible attitude in carrying out different types of work   | ✓ |   | A,I  |
| Interest and commitment to helping develop enrichment experiences for all students  |   | ✓ | A, I |