**Job Description**

**Post**  Departmental Assistant

**Responsible to**  Deputy Head Teacher (Teaching)

**Grade**  NJE Grade 4 – Term Time + 10 days

**Hours** 37 hours per week *(Monday to Thursday 8.30am – 4.30pm, Friday 8.30am – 4.00pm, 30 minute lunch break per day)*

The Departmental Assistant will provide supervision for pupils when their teacher is absent and provide administrative assistance to one or more of the school’s faculty areas. The Departmental Assistant may also be asked to assist in exam invigilation under the supervision of the Exams Officer.

**Specific tasks related to this post**

* liaise with teaching staff, provide cover for lessons and tutor time and supervise work that has been set in accordance with the school policy
* assist in preparing the learning environment, resources and materials
* follow school policies and procedures, especially those relating to child protection and health and safety
* respect confidential issues linked to home/pupils/teacher/school work and to keep confidences as appropriate
* undertake break time and other duties as appropriate

The Departmental Assistant will provide administrative assistance to a one or more of the school’s faculties during or at the end of the school day under the direction of the Heads of Faculty (or other leaders as appropriate) which will include the following:

* filing
* stock control
* creating and maintaining classroom and corridor displays
* classroom support
* producing and photocopying teaching materials under the direction of teaching staff
* updating faculty tracking documents and other faculty records
* general upkeep of the faculty area

The Departmental Assistant will undertake cover supervision on a short term basis which includes:

* supervising pupil entry to and departure from lessons
* recording and reporting attendances at lessons
* supervising work that has been set
* delegating or assisting in preparing the learning environment and the materials used therein
* managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
* circulating the classroom and responding to any questions from pupils about processes and procedures
* leaving the room in good order at the end of a lesson
* dealing with any immediate problems or emergencies in line with the school’s policies and procedures
* collecting any completed work after the lesson and returning it to the appropriate teacher together with feedback on the lesson
* using the school’s agreed referral procedures to report any issues on the behaviour of pupils during the lesson and any other issues arising



Whilst every effort has been made to detail the specific tasks related to this post, the Departmental Assistant is responsible for undertaking any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

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| **Person Specification**  **Departmental Assistant** | | |
| **Attributes** | **Essential** | **Desirable** |
| Education, Training and Qualifications | * High standard of education * Evidence of recent and relevant training | * Degree or equivalent |
| Experience | * Working with young people * Understand the challenges associated with inclusion * Minimum 1 year of work experience | * Experience of working in a school * Working in a people focussed environment * Administrative experience |
| Skills and Abilities | * Able to build and maintain positive relationships with young people and colleagues as individuals and in groups * Anticipate problems, develop creative solutions * High level of oral, written and ICT skills * Excellent presentation skills * Excellent personal presentation * Prioritise, plan and organise self * Set and achieve ambitious, challenging goals and targets for self * Listen to and reflect on feedback from others * Understanding of current trends in education * Ability to use ICT effectively to support learning | * Use of SIMS or equivalent |
| Motivation and Personality | * Commitment to inclusion * Ambitious for career development * Team player * Positive attitude * Relentless optimism * Genuine concern for the welfare of others | |
| Personal | * Able to work under pressure and manage own workload * Willing to accept the demands and challenges of the post and respond in a flexible manner | |