



WESTCLIFF HIGH SCHOOL FOR BOYS

JOB DESCRIPTION: TEACHING & ADMINISTRATION ASSISTANT (SIXTH FORM)

Job purpose

The Teaching & Administration Assistant (Sixth Form) is responsible for:

- Working under the guidance of teaching/senior staff, and within an agreed system of supervision, to implement pre-determined work programmes with individuals and groups of students in or out of the classroom.
- Monitoring students and assessing, recording and reporting on students' achievement, progress and development;
- Contributing to the overall ethos, work and aims of the School.

Duties and responsibilities

Main duties and responsibilities are indicated below and it is anticipated that the job will involve mainly (though not exclusively) supporting the work of the Sixth Form Pastoral team. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster or Director of Resources & Support Services.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall understand and implement the School's behaviour policy and code of conduct, including the issuing of rewards and sanctions within the School's policies and procedures.
- S/he shall ensure that students are aware of the School's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- S/he shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To work with the Sixth Form Pastoral Tutor to maintain an appropriate atmosphere in the Sixth Form Building (particularly the Sixth Form Study), and registering the presence of students in Private Study, monitoring the work of those students who are in supervised Private Study and providing the Director of Sixth Form with a sense of the amount of work that students are doing and which (if any) Departments are not providing work in appropriate amounts or of an appropriate level of challenge. This will include implementing the agreed Discipline Policy.
- To work with the Sixth Form Pastoral Tutor to maintain attractive and up-to-date displays on notice boards in the Sixth Form Building and to ensure any abuse of the facilities is dealt with directly or referred to another member of the Sixth Form team (as appropriate).
- S/he shall support teaching staff in respect of planning, preparation, assessment and administration.

- S/he shall be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- S/he shall promote and encourage the acceptance and integration of all students within the classroom by using appropriate strategies and complying with School policies.
- S/he shall supervise and provide support to individuals, groups and classes of students including those with special educational needs (SEN) ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- S/he shall organise and manage a positive and appropriate learning environment and use of resources.
- S/he shall support students consistently while recognising and responding to their individual needs.
- S/he shall motivate and encourage students, and help them to develop their self-esteem.
- S/he shall encourage students to interact and work co-operatively with others.
- S/he shall make effective use of opportunities provided by learning activities to support the development of relevant skills.
- S/he shall implement individual education plans (IEPs), individual behaviour plans and personal care plans for students.
- S/he shall use ICT effectively to support learning activities and to develop students' competence and independence in its use.
- S/he shall provide objective and accurate verbal and written feedback to the teacher and other professionals on student achievement, progress and other matters ensuring availability of appropriate evidence.
- S/he shall implement and undertake the supervision of students during breaktimes and lunchtimes as required.
- S/he shall co-ordinate and assist in putting up and maintaining appropriate displays within the classroom and the School.

Administrative

- S/he shall undertake a range of clerical and administrative tasks as required, for example, photocopying, word-processing, filing, faxing, collation of student reports, administering coursework, collecting and recording payments, producing worksheets for pre-determined activities.
- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- S/he shall undertake responsibility for administration relating to all areas within her/his remit.
- S/he shall input and extract information from the School's database system/s.
- S/he shall maintain both manual and computerised record and filing systems in line with requirements.
- S/he shall deal with correspondence promptly and as required.

General

- S/he shall attend School events and meetings with parents/carers and other professionals as required.
- S/he shall supervise students on educational visits and participate in extra-curricular activities as required.
- S/he shall invigilate School and public examinations and tests as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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