



Job Outline

SLT Support Assistant (Behaviour, Welfare & Achievement)

Responsible to: PA to Headteacher
Salary Grade: Scale 5 and Point 8 to Point 11
Full time/Part time: 37 hours per week 41 working weeks per year, 38 weeks' term time, plus 1-week non-pupil days plus 2 weeks.

Purpose

To support the Deputy Headteacher for Behaviour, Welfare & Achievement in all day to day aspects of his role.

To provide an administrative support service to other members of the Senior Leadership Team under the general direction and guidance of the PA to the Headteacher.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Provide PA support to the Deputy Headteacher to include diary and meeting management, dealing with correspondence, administration support and prioritising and directing of information.
- Liaise with other staff, pupils, parents/carers and external agencies
- Analyse and evaluate data and information.
- To become a member of the School Safeguarding Team as a Designated Person for Child Protection in Education at Level 3.
- Contribute to the planning and development of administrative procedures and systems, including liaison with Student Services and Assistant Heads of Year with implementation of these.
- Organise meetings and take minutes when necessary.
- Organise school events.
- To keep abreast of national and local developments in education.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.



General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.