



# Hertswood Academy

*Aim High • Achieve Excellence*

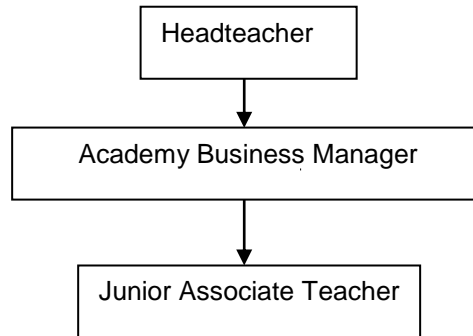
<b>Job Title:</b>	Junior Associate Teacher
<b>Salary Grade:</b>	Hay Scale 4
<b>Hours:</b>	31 hours per week – term time only
<b>Job Purpose:</b>	To supervise classes during the short-term absence of the assigned teacher.
<b>Responsible to:</b>	Academy Business Manager and the Headteacher

## **Main Areas of Responsibility**

- Supervise work that has been set by the teacher
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Support the day to day work of the school as directed when not supervising classes.
- Be aware of and support differences and ensure that pupils have equality of access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Have a high expectation of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- Treat students consistently with respect and consideration and are concerned for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour that they expect from their students.
- Communicate sensitively and effectively with parents and carers, recognising their role in student's learning and their rights, responsibilities and interest in this.
- Contribute to and share responsibility in the corporate life of the school.
- Understand the contribution that support staff and other professionals make to teaching and learning.
- Ability to improve their role by evaluating it and learning from the effective practice of others and from evidence. Being motivated and able to take increasing responsibility for their own professional development.
- Be aware of and work within the statutory frameworks relating to teachers' responsibilities.
- Any other duty reasonably required by the Headteacher.
- This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.
- Hertswood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form.



## Organisation Chart



## Supervision

- The post holder will be directly supervised by the Director of Sixth Form
- There will be informal day to day contact within the teaching staff to refer/discuss any problems as and when they arise in relation to policies, procedures or any queries regarding the day to day work.
- The frequency of meetings is determined by the school's performance management policies and practice.
- There will be no supervision of staff.

## Job Context

- To provide cover for whole classes during the short term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The Headteacher's professional judgement will determine the deployment of an Associate Teacher.
- The post holder will not engage in 'active' teaching.
- The post holder will support the day to day work of the school as directed when not supervising classes. This could include assisting the Admin Team, a specific Faculty, or a specific member of staff.

## Contacts

- Director of 6<sup>th</sup> Form - line manager
- Teaching and Support Staff - liason with regard cover work and reporting on classes covered
- Parents/carers - as necessary
- External agencies - as necessary

## Knowledge, Experience and Training

- Experience of working with children.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team
- Ability to manage students in a classroom setting.



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## **Problems and Decisions**

- The post holder to manage his/her work priorities and seek guidance when required from other members of the school community.
- The post holder will refer any problems encountered in the classroom with regard to student behaviour in accordance with the school's Behaviour Policy.

## **Dimensions**

- The post is term-time only.