



Sidney Stringer
Academy



Sidney Stringer
Multi Academy Trust



Year
Assistant

Grade 2
Information Pack

Believe | Achieve | Succeed



WHO ARE:

WE

The Sidney Stringer Multi Academy Trust (SSMAT) is a network of five diverse schools educating over 3,500 pupils and employing more than 600 dedicated teaching and support staff. Based in Coventry, England, the Trust encompasses:

- **Sidney Stringer Academy:** The lead school is located in Hillfields, offering secondary education for students aged 11-18.
- **Radford Primary Academy:** Providing a nurturing primary education for young minds.
- **Ernesford Grange Community Academy:** Serving the community with quality secondary education.
- **Riverbank Academy:** A broad spectrum school supporting students with various needs.
- **Sidney Stringer Primary Academy:** Located opposite SSA, provides an all-through provision from reception to 11 years old through to the secondary school.

Collaboration is at the heart of the SSMAT, with all schools working closely together to:

- Share best practices and resources.
- Offer a seamless educational journey across different stages.
- Support the professional development of staff.
- Ensure all students receive an outstanding education, reaching their full potential.

You will be based at SSA but will be expected to visit all of the schools regularly to work closely with the schools' Headteachers, Business Operations & Finance managers.

We are a growing Trust and have been approved as sponsors for **Woodfield Special School** which will join the Trust in the next 12 months. We have been working closely with the school, since February 2021, and during this time it has gone from Ofsted Inadequate (March 2020) to Good in all areas (November 2023). It also involves relocating the school onto the Old Woodland Boys' School. This will provide us with an excellent opportunity to expand our Community links, deliver our own Alternative Provision and provide a first class education for all these young people.





Sidney Stringer
Multi Academy Trust

CEO/ HEADTEACHER MESSAGE:

“This is an exciting time for our MAT and we are constantly looking at how we can work together for the benefit of all the children in our schools.”



TAKING YOUR CAREER TO THE NEXT LEVEL:

“The Trust is forward thinking and if you join our team, your professional development will be a priority. We are looking for someone who has the experience and skills to take us to the next level.”

“Sidney Stringer Multi Academy Trust is a very successful group of schools. The Trust is made up of two secondary schools, two primary schools, and one special school, with another special school joining soon. All schools are Good or better and Sidney Stringer Academy and Sidney Stringer Primary are the most popular secondary and primary schools in the city and all schools are full with many year groups having a waiting list.

We are well respected within the city and our Trust leads the Coventry SCITT (School-Centred Initial Teacher Training) where we train the next generation of teachers, for us and also the wider city/region.

Our vision is 'working together to achieve excellence for all' and we do this by working closely as a team of leaders and groups of schools to share good practice and expertise. We try very hard to not do things for the sake of it, but we do things that make a difference.

If you join our team then we will expect you to work hard for the children and in return we, as a Trust, will work hard for you.”

OUR ACADEMY VALUES



OUR CORE VALUES:

Our core values are the humanitarian values of **DRIVE:**

- Determination
- Respect
- Integrity
- Virtue
- Equality

OUR CURRICULUM PRINCIPLES:

Immersive:

Students are immersed in their subjects and learning. Change and disruption is minimised.

Inclusive:

Learning, curriculum and timetables are personalised to meet the needs of all students and ensure social justice.

Ambitious:

We have high expectations of our students and what they can achieve in life by overcoming their barriers to development and learning.





WHO WE ARE:

Welcome to Sidney Stringer Academy

Our ambition at Sidney Stringer Academy is to create a vibrant, happy and successful academy which delivers the very highest standards of education and nurtures each student's talents and skills and plays a central role in meeting the needs of our local community.

Sidney Stringer Academy is a very successful school. In 2023, we were judged as outstanding by Ofsted in three categories: Leadership and Management, Personal Development and Sixth-form provision.

We are currently very oversubscribed and an extremely popular local school.

The curriculum we offer both stretches the gifted and talented and supports those with special needs. Ofsted commented that "The Academy supports students exceptionally well". We set high standards and have high expectations of all.

We all look forward to working in partnership with parents and appreciate your support in providing an outstanding education for all of our pupils.

We also lead the Coventry SCITT which involves us training our own teachers.

This is an exciting time to be a student or member of staff at Sidney Stringer. If you want to find out more please come and visit us and see for yourself, you are most welcome.



**Anna Ford - Associate
Headteacher**

WHY WORK AT SIDNEY STRINGER ACADEMY ?



Why should you invest in shaping the future of the students at Sidney Stringer Multi Academy Trust? To shed light on the reasons our dedicated staff members cherish their roles, we've gathered some of their testimonials:



- "I have been at SSA for over 13 years and have worked in a range of Coventry and Warwickshire schools. The team here at Stringer is diverse with a range of skill and every person here is deeply passionate about the power of education."

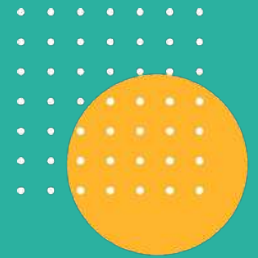
- "During my three years at in the SSMAT, I have met people fuelled by a shared passion for making a difference for the students. The support and collaboration here are truly inspiring and motivates me to push myself everyday. I am confident in the development opportunities available."

- "Riverbank is a very special place to work in. I have always felt valued, worked with some fantastic colleagues, I feel privileged to still work here and have a job where I make a difference to students lives."

- "I work at SSMAT because it's an amazing environment where everyone is treated and valued with respect. We do what we do because we care and we have a heart for the needs of our students."
- The team here at Ernesford is diverse and every person here is deeply passionate about the power of education. We are all working towards a common goal and that is to give young people the opportunity to thrive in their communities.



JOB



Description

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Year Assistant

Post:	Year Assistant
Contract/Salary:	37 hours per week – Monday to Thursday 8.30am to 4.30pm - Friday 8.30am - 4.00pm Term time only plus 5 days (195 days) Grade 2 - £20,528 - £21,177 per annum
Accountable to	Head of Year

JOB PURPOSE

To provide support to the Head of Year by assisting with administration tasks, enabling effective communication with staff, students and parents. To support the Head of Year in striving for personal excellence to be developed by all students; and to ensure that a sense of pride is developed in students as members of a House and of the school.

KEY TASKS & RESPONSIBILITIES:

Key Tasks and Responsibilities

Personnel Management

- To maintain the highest standards at all times
- To support Head of Year in communication between school and parents, arranging appointments, logging concerns etc.

Student Management

- To support Head of Year with promoting high standards of attendance- recording late students, ensuring that parents are contacted and follow up with relevant sanctions including distribution of report cards and administration regarding late detentions and arranging for registers to be available for assembly
- To provide admin support for Year Heads, writing letters, taking notes in meetings, booking appointments (for example careers, reporting day, vaccinations, parents)
- Checking SIMS to ensure that mentoring has been recorded, entering house points, recording incident statements, production of certificates, scanning of student files and managing Year diary
- Logging information on Class Chart & Sims including behaviour, report cards and any other relevant information
- To be responsible for liaising with Heads of Subjects when new students start midyear to ensure an appropriate timetable is available before the student arrives. Printing of student's timetables, arranging log on details for IT and catering system
- If the Head of Year is absent or not available dealing with students that are brought to the office by calming them down and then referring to the appropriate Assistant Principal to follow up or other support staff as appropriate



Continued...

Others

- To be part of the whole school emergency rota system
- Dissemination of information to tutors through TIFF folders
- To support and maintain the workload of the Head of Year in their absence
- To participate in the management of the lunchtime arrangements supporting high standards of behaviour
- Prepare announcements to be delivered by Head of Year for assemblies
- To ensure that the displays in the Year area are high quality and updated regularly (liaising with the whole school display assistant)
- To organise the recording and celebrating of year achievements and assist in the organisation of charity week and other events where tickets are sold/awarded through the House system.
- To keep a record of house points, behaviour and punctuality points for students
- Help with the administration of lockers- issuing and logging defects
- To liaise with tutors and Head of Year regarding student use of planners
- To assist Year Head with organisation of trips and accompany as appropriate
- To support year group with high standards of uniform
- To complete First Aid qualification and be part of the First Aid Team.
- To work positively as part of the support staff team
- To participate in the performance management reviews

To undertake any other duties that may be reasonably deemed part of the role.



PERSON SPECIFICATION



Sidney Stringer
Multi Academy Trust

Aspect	Essential	Desirable	Measured By
Education & Qualifications	5 GCSE grade "C" or above, or equivalent		
Knowledge & Experience	Administration experience Excellent IT skills including Microsoft Word, Excel & PowerPoint A high level of numeracy and literacy skills		

<p>Skills & Abilities</p>	<p>Excellent telephone manner and the ability to handle queries sensitively and professionally</p> <p>Excellent organisational and diary management skills</p> <p>Able to take notes in meetings</p> <p>Ability to communicate clearly and effectively at all levels, both from an oral and written perspective</p> <p>Ability to work on own initiative and as part of a dedicated team</p> <p>Responsive, flexible, organised, reliable & confident</p> <p>Ability to work to constant and moving deadlines</p> <p>Commitment to equal opportunities and the principles of data protection</p>		
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<p>Other</p>	<p>This post is exempt from provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p>	
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Document Control

Reviewer	Role of Reviewer	Date of Last Review





SAFEGUARDING

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff have a duty to keep young people safe and to protect them from physical harm. By accepting a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. The Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.



Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

CONTINUED...



Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.



This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



Training and Development

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



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HOW TO APPLY:

WE LOOK FORWARD TO RECEIVING YOUR COMPLETED APPLICATION FORM.



VISIT OUR WEBSITE

For further details, an application form, and to apply, please visit our website:

www.sidneystringertrust.org.uk

Alternatively you can contact us on WhatsApp on 02476633946.



VIA EMAIL

Please send completed application form electronically to Laura Niblock MAT Head of HR:

recruitment@sidneystringeracademy.org.uk

[no hard copies to be sent in the post].

CLOSING DATE

Friday 25th April 2025 at 12pm

Interview date - TBC



QUERIES AND WHATSAPP

If you would like any further information or have any questions then please email

recruitment@sidneystringeracademy.org.uk

or contact us on WhatsApp on 02476633946.