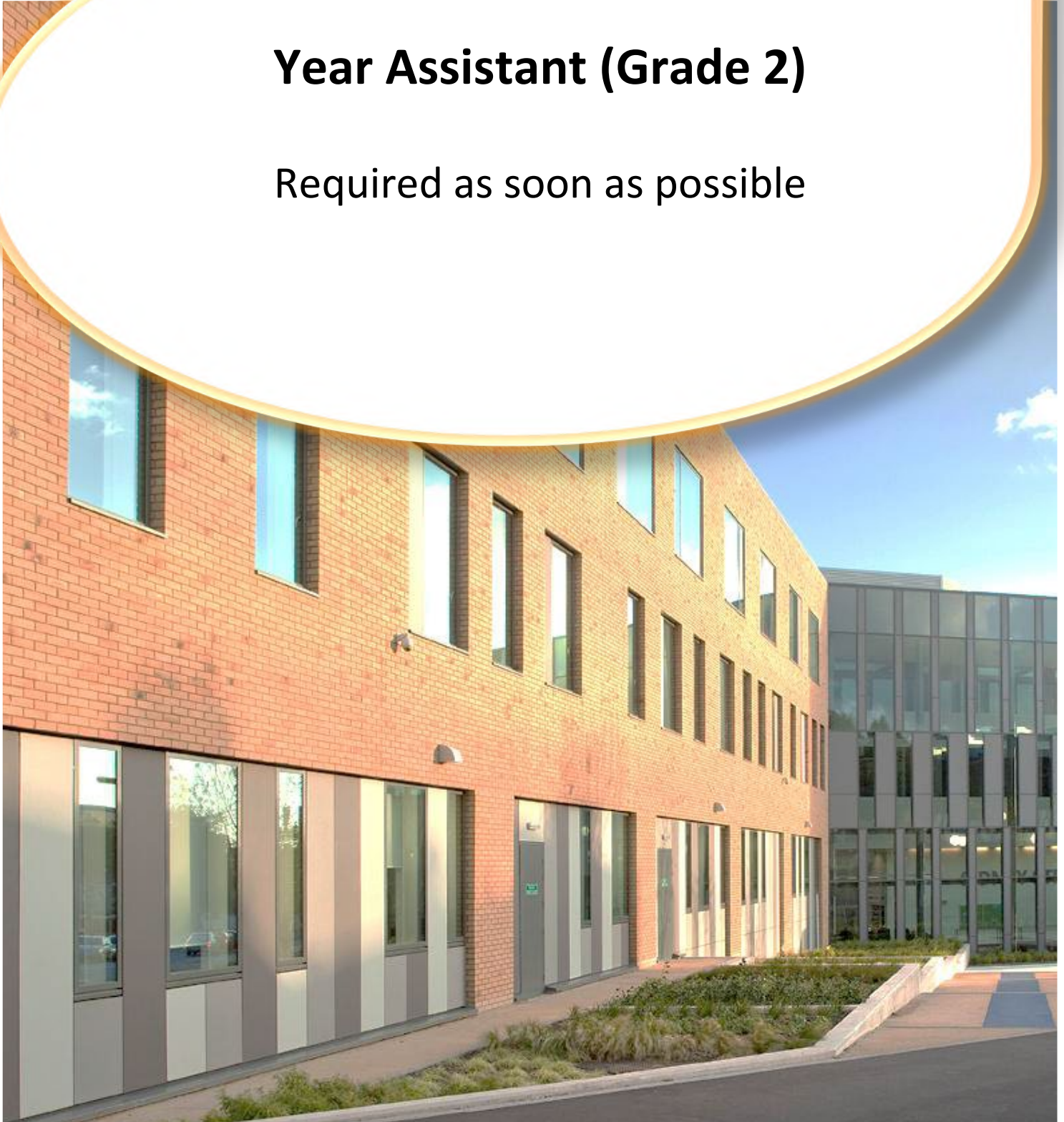


Year Assistant (Grade 2)

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Year Assistant

Each Year Team has a full time non-teaching Head of Year and a non-teaching Year Assistant. There are approximately 210 students in each year group and your role will be to provide support to the Head of Year. This will involve administrative support, lunch and break time duties, contacting parents, collecting students, supporting assemblies and the tutorial programme. It is not a desk job, it is very much a hands on, being around the school role, every day will be different and you will be expected to develop excellent relationships with the students in your year and with their parents.

Pastoral System

During their time in school, students are in the overall care of Form Tutors and Heads of Year. Each student becomes part of a Form Group in Year 7, a form with which they will remain throughout their school career until they reach the Sixth Form (Years 12 and 13). From Year 7 onwards, it is usual for the Form Tutor to remain with the students through to Year 11. Form Tutors and Heads of Year thus get to know students as individuals and are able to advise and guide them at each stage of their school career.

While Year Groups are important for teaching students in an age appropriate way, Houses enable us to widen their experiences with cooperation across all ages from Years 7 to 13.

All students become a member of one of our five Houses, giving them an opportunity to meet and work with students of all ages and abilities. The House system is to inspire a strong sense of community among students as well as encouraging all of our school community to engage in healthy competition.

Pastoral care is a strength of the Academy and we pride ourselves on the support we are able to offer. The vacancy arises due to the current post holder gaining promotion.

Why work at Sidney Stringer Academy:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners



- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere

JOB DESCRIPTION – Year Assistant (Grade 2)

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

Job title: Year Assistant

Accountable to: Head of Year

Grade: 2

Hours: 37 hours per week - Term time only plus 5 days
Monday to Thursday 8.30 am to 4.30 pm
Friday 8.30 am to 4.00 pm

Job Purpose

To provide support to the Head of Year by

- Assisting with administration tasks
- Enabling effective communication with staff students and parents
- Supporting 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 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

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.

Safeguarding

The jobholder is accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts 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. A copy of 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.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Academy 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.

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.

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 be 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.

Job Description reviewed by: P Noble (May 2021)

Personnel Specification

ESSENTIAL	<ul style="list-style-type: none">▪ 5 GCSE grade “C” or above, or equivalent▪ Administration experience▪ Excellent IT skills including Microsoft Word, Excel & PowerPoint▪ Excellent telephone manner and the ability to handle queries sensitively and professionally▪ Excellent organisational and diary management skills▪ Able to take notes in meetings▪ Ability to communicate clearly and effectively at all levels, both from an oral and written perspective▪ A high level of numeracy and literacy skills▪ Ability to work on own initiative and as part of a dedicated team▪ Responsive, flexible, organised, reliable & confident▪ Ability to work to constant and moving deadlines▪ Commitment to equal opportunities and the principles of data protection
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none">▪ Occupational Health Clearance▪ Receipt of a satisfactory Enhanced DBS Check▪ Receipt of two satisfactory references

All employees of Sidney Stringer Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Year Assistant

Grade 2 - £15,722 - £16,357 pa (actual salary)

37 hours per week - Term time only plus 5 days

Monday to Thursday 8.30 am to 4.30 pm

Friday 8.30 am to 4.00 pm

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are seeking to appoint a Year Assistant to provide support to Head of Year. This will involve administrative tasks, duties, supporting our rewards and behaviour programme and working with students and their families.

How to apply

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals then we would like to meet you.

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

www.sidneystringeracademy.org.uk – ‘Vacancies page’

If you would like further information please contact: Mrs Pauline Noble – Assistant Principal – Pastoral on pnoble.staff@sidneystringeracademy.org.uk.

Please return completed application forms to: recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: 25th January 2022 at 12 noon Interview date to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.