

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Student Support Assistant
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>To provide an effective and efficient administrative support to Head of Year to include:</p> <ul style="list-style-type: none"> • Working with the Head of Year to celebrate 'living life to the full' by promoting high attainment and outcomes and administering the academy reward system • Working with the Head of Year to support and encourage 'high expectations – no excuses' through the behaviour system • Providing administrative support to ensure that accurate records are taken, stored and maintained in accordance with data protection legislation • Producing reports using the management information system as required • Consulting, liaising and communicating with parents, staff and external agencies by telephone, email, letter or text as appropriate • Supporting in-year student admissions in liaison with the Office Administrator • Liaising with all staff including attendance officer and SENCO, teachers, management and any other parties as required on a regular basis <p>To provide an effective and efficient support to students to include:</p> <ul style="list-style-type: none"> • Providing a supportive service to students at Student Support Services, liaising with staff, parents and external agencies as appropriate • Ensuring lost property and confiscated items are suitably processed • Ensuring lockers are allocated and records appropriately maintained • Co-ordinating and organising vaccinations, immunisations and associated visits with external agencies in liaison with PA to ALT • Co-ordinating and organising student photographs in liaison with PA to ALT • Providing first aid and medical support to students in line with academy policies <p>Other</p>

	<p>To undertake other administrative tasks, when requested, to provide a comprehensive support service to the academy</p> <p>To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner.</p> <p>To act as an internal and external ambassador for the academy.</p> <p>To support and present the corporate image of the Academy.</p>
	<p>This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Head of Year Academy Leadership Team
Responsible for:	Providing an effective support service to the Behaviour Team, students and the Heads of Year.
Liaising with:	Principal, Vice Principal, Leadership Team, PA to the Leadership Team, Director of Finance, external agencies as appropriate, staff and students.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.

Section Two
Professional Duties and Responsibilities

Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Self Development	To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.

