



DARRICK WOOD SCHOOL

FACULTY SUPPORT ASSISTANT

Job Description

JOB TITLE:	Faculty Support Assistant
SALARY:	£20,472 pro rata – actual £17,378 per annum (temporary one-year contract)
HOURS:	36 hours per week for 39 weeks per year (38 weeks per year plus 5 Professional Development Days)

GENERAL EXPECTATIONS

- To maintain the general ethos of the School both in and out of the classroom.
- Start time 8.30am
- Lunch break 45 minutes
- Finish time 4.30pm
- On Monday, Wednesday, Thursday and Friday you are required to be at School by 8.30am at the latest.
- On Tuesdays you are required to attend Team Briefing at 8.20am.

DUTIES

1. **To supervise groups of pupils due to the absence of their regular teacher.** The cover arrangements in this school are very efficient and support is always available from other colleagues within the School. The responsibility for the teaching of the pupils still remains with the class teacher. Training will be provided as part of the induction into the School.
2. **To cover lessons due to the absence of a teacher. This will include:**
 - Taking a register of pupils
 - Distributing the work provided by the Head of Faculty or Department
 - Supporting pupils and advising them about the work set
 - Ensuring that pupils remain on task
 - Being pro-active around the room
 - Collecting in work as required and taking it to the appropriate person
 - Leaving the room tidy

3. **Supporting Heads of Faculty/ Departments with administrative duties. Duties could include:**
 - Filing
 - Compiling set lists
 - Entering assessment data on the computer
 - Putting up displays
 - Mentoring pupils
 - Holding detentions
 - Intervention strategies

4. **Supervising pupils in the Inclusion Centre**
 - Maintaining a record of pupils referred to the Centre
 - Distributing work from the work bank or provided by subject teacher and maintaining a record of this
 - Maintaining a disciplined working environment in the Centre
 - Ensuring that pupils do not communicate with each other
 - Escorting pupils to the toilet or the canteen/Woody's

5. **Supervising pupils in homework club (by arrangement with AHT)**
 - Supporting pupils with homework
 - Ensuring that there is a working ethos

6. **Supporting teachers in the classroom**
 - Undertaking duties as agreed with the class teacher. Duties could include supporting individual pupils in small groups

7. **Support for the School Office**
 - Entering data on the computer
 - Filing
 - Word processing
 - Any other support that may be required

8. **Undertaking duties**
 - Being part of a duty team operating on 1 day per week

9. **To undertake any other duties as may be reasonably required.**