



## JOB DESCRIPTION

|  |                                   |
|--|-----------------------------------|
| <b>JOB TITLE</b>   | <b>PA to Deputy Head Academic</b> |
| <b>DEPARTMENT/SECTION</b>  | <b>Academic</b>                   |
| <b>LINE MANAGER</b>  | <b>Deputy Head Academic</b>       |
| <b>RESPONSIBLE FOR</b>   | <b>Bursar</b>                     |
| <b>SAFEGUARDING:</b><br><i>Forest School is committed to safeguarding and promoting the welfare of children.</i><br><br>The postholder will be required to; <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li><li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</li></ul>  |                                   |
| <b>JOB SUMMARY</b><br><br>To support the Deputy Head Academic (DHA) in the crucial importance of the School's overall mission, academic progress of the pupils and development of teaching staff. To assist in the line management of Heads of Department and several other key colleagues such as the Exams office, Director of Teaching and Learning Development, Director of Academic Progress, Deputy Heads of Section (Academic); Head of Learning Support, Initial Teacher Training Coordinator and Lead Teaching Practitioners. To coordinate all academic functions of the school including options processes, reporting schedules and exam arrangements.  |                                   |
| <b>KEY DUTIES AND RESPONSIBILITIES:</b><br><br>The PA to DHA should be able to take initiative and pay close attention to detail, work with discretion and have a strong understanding of the educational context. The PA will have outstanding organisational and ICT skills, be highly literate, numerate and able to manipulate data of a range of types. The PA will also be able to cope with a pressured workload, particularly at certain points in the academic year. The position requires a strong ability to work on one's own initiative, demonstrating excellent interpersonal and organisational skills, as well as part of the broader Academic Leadership Team.<br><br>The role of supporting the DHA includes taking responsibility for running the academic office processes, including: <ul style="list-style-type: none"><li>• <u>Deputy Head Academic:</u><ul style="list-style-type: none"><li>○ diary management, including scheduling meetings</li><li>○ responding and liaising with pupils and parents on ISAMs, SchoolPost, Parent Portal and Microsoft Forms</li><li>○ updating documents and data on Excel and OneNote</li><li>○ formatting results data for presentation to parents</li><li>○ ability to advance plan during the academic year</li><li>○ assistance with preparation of Governor's papers, including KPIs</li></ul></li><li>• Academic Leadership Team:<ul style="list-style-type: none"><li>○ schedule meetings, draft and circulate agendas, take minutes and following up on action points raised</li><li>○ update the annual academic schedule, reporting schedule and liaising with school office</li></ul></li></ul> |                                   |

- Main School Calendar (SOCs):
  - updating the SOCS calendar with academic information
- Pupil option choices:
  - updating the option schedule and booklets by liaising with Heads of Departments and other in-house offices
- Professional development:
  - Liaising with staff to administer their PDR and Appraisal appointments and relevant documents
- Lesson observations:
  - scheduling new staff observations
- New staff probation:
  - administration of process for new Heads of Department, liaising with LT Team and Warden's PA to ensure that the correct paperwork has been completed by the relevant time
- Administration of budgets:
  - Preparing budget proposals for Governor agreement and submission to Bursary
  - Supporting the PA to the Deputy Head (Staffing and Operations) in administering InSeT for teaching staff, the DHA and catering budgets
- Any other reasonable *ad-hoc* requests to support the running of the Academic office and support of the DHA
- Heads of Department:
  - scheduling and minuting strategy group meetings and taking forward any action points
  - liaising with HoDs to update the coursework deadlines information, as well as acting as a reminder for HoDs to update their department subject pages on SharePoint
  - Updating HoD Handbook on Teams
- Deputy Heads of Section (Academic) and Director of Academic Progress:
  - registering pupils for Baseline Testing with CEM and ensuring invoices are paid
  - Communication of Sectional Academic initiatives/information to parents and being the point-person for SchoolPost on such matters.
  - circulation of Baseline Testing Results to teaching staff
- Initial Teacher Training Coordinator:
  - Administration support for ECTs
    - registering ECTs with ISTIP and compiling relevant information and resources
      - organising ECT Regional Meetings including liaison with ISTip over attendees, resources and invoicing
      - contacting external ECTs and making arrangements for them to attend the meeting
      - compiling an information booklet and liaising with presenters and ensuring payment of invoices
      - organising catering and venues
      - invoicing ISTip after liaison with catering and resources departments
  - Administration support for PGCE students
    - assisting Forest PGCE students with registration
    - compiling relevant information/resources for PGCEs
    - scheduling professional study sessions for PGCEs
    - Scheduling relevant information for external PGCE SE2 student induction
- Director of Teaching and Learning Development/Lead Teaching Practitioners:
  - Supporting the Director of Teaching and Learning Development in the agenda rising of the regular LTP Meeting (once per half-term).
  - scheduling LTP meetings
  - minuting LTP meetings and taking forward any action points
  - compiling surveys on Microsoft Forms for staff training and collating information
  - compiling training information and resources for staff InSeT
- Exams Office:

- administration support as and when required
- Projects:
  - administration assistance of HPQs by collating and preparing results papers to be passed to pupils via their tutors
- Admissions:
  - liaison with Admissions department over:
    - option choices for pupils
    - 11+ interviews and scheduling meetings for interviews
    - academic scholarships
- Human Resources:
  - Liaison with HR in connection with teacher recruitment
- Academic Challenge Day:
  - liaising with and supporting external trainers to run an academically challenging day for both our Y10 pupils and Y10 pupils from external schools
  - liaising with the Head Librarian, Head of Middle School, as well as external schools to organise the resources, venues, catering and support during the day

#### **ADDITIONAL RESPONSIBILITIES:**

- e-Rep: Responsible for updating both the pupil and staff Academic SharePoint pages as well as assisting the Director of Academic Progress with circulation of tracking data to teaching staff.

#### **TERMS AND CONDITIONS**

- Salary: Commensurate with role and its responsibilities
- Term Time Hours: Full time, Monday to Friday, 08.00 – 17.00.  
School holiday hours: 08:30 – 15:30.  
The post holder will be required to work an additional 5 weeks during the Forest School holidays, in agreement with the DHA, and including the period from the beginning of the week in which A Level results are published until the beginning of the Michémas Term.
- In addition, and as part of your contracted hours, you will be required to attend Open Day, the 11+ Exam Day, plus additional academic focussed after school and/or weekend events.
- Holiday: 30 days holiday plus statutory English public holidays (holiday to be taken during the School holidays by agreement).  
Annual leave in the summer holidays will not be granted from the week of the A Level results
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities