

JOB DESCRIPTION

Job Details

Post Title	Curriculum Support Officer (level 1)
Responsible to	Line Manager

Purpose of job

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to keep pupils on task and maintain a purposeful and orderly learning environment for pupils.

Responsibilities

1. Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses / needs.
2. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as necessary.
3. To check that pupils have the appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
4. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
5. Establish productive working relationships with students, acting as a role model and setting high expectations. Support students consistently whilst recognising and responding to their individual needs.
6. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
7. To ensure completed work is collected at the end of the lesson and returned to the teacher. Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
8. To report to the teacher after the lesson in accordance with the school's referral procedures on any issues arising.
9. To supervise small groups of students or individuals who are entitled to support or extended time for public examinations.
10. To participate in the organisation and supervision of whole school activity days such as induction days.
11. To assist in the general efficient operation of the school, including providing cover for support staff where necessary and as directed by the Principal.
12. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Curriculum Support Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Curriculum Support Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Curriculum Support Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Curriculum Support Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Curriculum Support Officer is employed for 32.5 hours per week for 39 week.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Curriculum Support Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Curriculum Support Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Beanfield Primary School

Curriculum Support Officer 1- Person Specification

Education and Qualifications	Criteria	Assessment
Literacy and Numeracy skills equivalent to at least Basic Skills Level 2 in Maths & English.	E	A
Other relevant qualifications, e.g. Foundation degree in Education.	D	A
Further qualifications relevant to the post, e.g. Learning Support training, NVQ, communication, ASD, First Aid.	D	A
Willingness to attend appropriate training courses to fulfil the functions of the post.	E	A/I

Experience	Criteria	Assessment
Successful recent experience of working with children in a school learning environment.	E	A/I
Previous experience of being a Cover supervisor/ HTLA, teaching whole classes.	D	A/I
Specialist skills in a curriculum of learning area.	D	A/I
Ability to work collaboratively in a variety of team settings as part of a multi-disciplinary team; This will include professionals within Education, Health and Social care.	E	A/I

Knowledge and Understanding	Criteria	Assessment
General understanding of national curriculum and other basic learning programmes.	D	A/I
Able to use ICT to support child learning.	E	A
Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	D	A/I
Knowledge of SEN needs and appropriate approaches towards children with various needs.	D	A/I

Skills	Criteria	Assessment
Ability to maintain clear and concise notes and records.	E	A/I
Ability to communicate effectively with a range of adults and children including; alternate schools, families, colleagues and professionals.	E	A/I
Able to develop knowledge through self-evaluation.	E	A/I
Good organisational and time management skills.	E	A/I

Personal Qualities	Criteria	Assessment
Have a passion for education and developing the whole child.	E	I
Be able to demonstrate a commitment to personal professional development.	D	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the Director of Special Provision or Teaching staff.	E	I
High expectations of self and others.	E	I
Able to remain calm under pressure and be able to adapt quickly to change	E	I
Flexible to meet the needs of the school.	E	I

Criteria Key

- E Essential
- D Desirable

Assessment Key

- A Application Form
- I Interview