



**Redborne Upper School**

# **RECRUITMENT PACK**

**CURRICULUM SUPPORT ASSISTANT –  
SCIENCE FACULTY**

**SEPTEMBER 2025**



Aspiration • Responsibility • Respect



# HEADTEACHER'S WELCOME

Thank you for your interest in Redborne Upper School and Community College.

Redborne is a vibrant and ambitious age 13-18 upper school, including a thriving sixth form of around 400 students, located in the heart of Ampthill, Bedfordshire. As a large academy with over 1,600 students on roll, we are proud to serve our community by providing high-quality education that combines strong academic achievement with outstanding personal development.



Our school is built on values of inclusion, respect and aspiration. We aim to foster a learning environment where all students feel supported to reach their full potential, both in and beyond the classroom. As a designated training school, we are deeply committed to the development of teaching and learning. This not only benefits our students, but also creates a culture of continuous professional growth for our staff.

Redborne is a unique place to work, not least because of our on-site working farm, which enriches the curriculum and offers students the chance to gain practical qualifications in agriculture. It reflects our wider belief that education should be broad, balanced, and rooted in real-life experiences.

In our most recent Ofsted inspection (July 2024), Redborne was judged to be a 'Good' school. We are proud of this outcome and remain focused on further developing the quality of our provision, especially in pursuit of excellence for every student.

If you share our commitment to high standards, professional development, and inclusive education, we would be delighted to receive your application.

Olly Button

Headteacher



# OUR VISION

## Our Vision

At Redborne, we are committed to becoming one of the best schools in the country. In order to help us achieve this goal, we will:

- Have outstanding behaviour based upon positive relationships.
- Ensure that all our students enjoy learning from teachers who love teaching.
- Ensure that everyone achieves their full potential.

Staff and students work together towards realising our vision, by linking everything we do to one of our three core values, 'Aspiration', 'Responsibility', and 'Respect'. Every aspect of a student's Redborne experience is aimed at promoting these:

### Aspiration

For everyone to achieve.  
For everyone to participate.  
For everyone to be the best they can be.  
For everyone's future.

### Responsibility

For our behaviour / actions.  
For our commitment to learning.  
In our (wider) community.

### Respect

For and between everyone.  
For others' views / beliefs.  
For the school building and environment.

### OFSTED SAYS

*"Pupils behave well around the school and during lessons. They are polite and courteous to adults. There are positive relationships between staff and pupils."*



# OUR CAMPUS

Redborne, a 13-18 Upper School since the early 1970s, is ideally placed to provide community education in the area. Redborne serves Ampthill, Flitwick, Maulden and other neighbouring villages.

The school is spread over 40 acres of attractive grounds, with a wide variety of trees, shrubs, flower beds and rock gardens. There are rugby, football, rounders and cricket pitches, netball and tennis courts, as well as an athletics track in the summer.

In addition, there is a floodlit all weather sports area with an adjoining pavilion, as well as a recently refurbished floodlit 3G football pitch. The school also has its own farm, used to deliver both livestock and horticulture courses - an invaluable learning resource for students.

We cannot describe all aspects of such a large and active school and we therefore offer an invitation to visit us and find out more. Please contact us for an appointment:

Telephone: (01525) 404462

Website: [www.redborne.com](http://www.redborne.com)

Email: [admin@redborne.com](mailto:admin@redborne.com)



# CURRICULUM SUPPORT ASSISTANT

- Start Date: 1<sup>st</sup> September 2026
- Contract: Full-time (37 hours/week, term-time only + 5 training days)
- Salary: Level 3B (Point 6–8)
- Actual Salary Range: £22,129.00 – £22,840.00 (dependent on experience)
- Part-time applications are welcomed

Are you passionate about supporting young people in their learning?

Are you looking for a role where you can make a real difference — and develop your career in education?

We are seeking a flexible, committed and enthusiastic Curriculum Support Assistant to join our thriving school community.

## About the Role

This is an exciting and varied role combining:

**Classroom Cover:** Providing short-term cover during teacher absence. All work will be pre-planned by teaching staff or subject leaders.

**Faculty Support:** Offering clerical and administrative support to ensure the smooth running of our curriculum areas. Based in the Science faculty so an interest and love of science is advantageous.

**Student Support:** Working closely with students in the classroom or in small groups to help them achieve their best.

You will also take on some independent teaching responsibilities, giving you a fantastic opportunity to develop your skills further.



## **Who We're Looking For**

We welcome applications from:

Experienced school staff ready for a new challenge.

Graduates considering a future in teaching: This role offers excellent preparation before starting teacher training.

Qualified teachers seeking a return to education after a career break.

Many of our previous Curriculum Support Assistants have gone on to train and qualify as teachers through our own teaching partnership – and secured permanent teaching positions with us!

## **What We Offer**

A supportive and inspiring team environment

Outstanding professional development opportunities

A clear pathway for career progression into teacher training

The opportunity to be part of a school community that values every member of staff

## **Working Hours**

Monday – Thursday: 8.00am – 4.00pm

Friday: 8.00am – 3.30pm

Part-time hours can be discussed at interview.

If you are passionate about education, eager to develop your skills, and ready to make a real impact — we would love to hear from you!

**Apply now and take the next step in your education career journey!**



# JOB DESCRIPTION

Job title:	Curriculum Support Assistant – Science Faculty
Hours:	37 hours Term Time Only plus 5 training days Monday – Thursday 8am – 4pm and Friday 8am – 3.30pm 30 minutes for lunch
Responsible to:	Headteacher
Line manager:	Head of Faculty
Job purpose:	To support teaching staff in lessons. Including providing lesson cover, departmental administration and curriculum support.

## MAIN DUTIES AND RESPONSIBILITIES

1. Responsibility of some independent lesson cover/teaching.
2. To supervise students in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for students.
3. To ensure that the work set by the teacher is carried out in accordance with the school's procedure. To check students have appropriate equipment and materials to enable them to complete the tasks set and answering students' questions about process and procedures.
4. To support expectations of student behaviour in the classroom and ensuring that the school's behaviour management policy is adhered to.
5. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
6. To ensure that completed work is collected at the end of the lesson and returned to the teacher.
7. To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of students.
8. To carry out general administration tasks including photocopying or worksheets etc, filing, word processing e.g. student letters, taking minutes at meetings, taking telephone messages, inputting student data using spreadsheets or the school's MIS package.
9. To assist in the production of teaching materials and adapt and organise resources for lessons.
10. To monitor and advise on finances when ordering.
11. To receive and check stock, cataloguing, preparing, issuing and maintaining equipment and materials.
12. To ensure the Health and Safety of students in the classroom and school in accordance with the school's policy.
13. To support students with learning needs in the class.



14. To collect and organise work for excluded students and on occasions supervise students in isolation.
15. To prepare display boards with guidance from teaching staff.
16. To attend required first aid training and act as a named first aider within school.
17. To invigilate examinations when required.
18. To organise, administer and accompany educational visits within your designated curriculum area or if needs be other curriculum areas.
19. To attend student review meetings when required.
20. To attend courses and training sessions to support individual professional development and the development of the school.
21. To work, as necessary, with small groups of students outside the regular classroom on tasks set by their class teacher.
22. To carry out similar tasks that may be required from time to time.

#### OTHER DUTIES AND RESPONSIBILITIES:

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.



# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications</b>	
Education to GCSE standard with a minimum of 5 passes at GCSE (9 - 4 including English and Maths or equivalent qualifications).	Relevant advanced (Level 3) vocational qualifications (NVQ, BTec, 'A' Levels)
<b>Experience</b>	
	Experience in a school environment Experience of working with young people Experience of administration Experience of leading a group of young people (e.g. as a sports coach or in a youth group)
<b>ICT Skills</b>	
Ability to use computers, competent in using Microsoft Word	Some experience in Microsoft Excel
<b>Personal Qualities</b>	
Well organised and capable of showing attention to detail Good interpersonal skills Confidence to cover lessons independently Able to work under pressure Able to work as part of a team A commitment to quality and continuous improvement	
<b>Communication Skills</b>	
Able to communicate effectively verbally and in writing	Competence in communicating using ICT (e.g. Microsoft Office or Google documents)
<b>Development &amp; Training</b>	
Willingness to undertake first aid training Willingness to undertake further work-related training	Holds a First Aid certificate Evidence of existing professional development

All offers of employment are "conditional" until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



# STAFF WELLBEING CHARTER



Comprehensive new staff induction programme throughout your first year, plus a mentor for all new teaching staff and dedicated meeting time.



Enhanced PPA time for all teaching staff and a generous timetable allowance for form tutors to effectively carry out their pastoral role.



Complimentary tea, coffee and milk in all staffrooms.



Well published deadlines and annual calendar consultation.



Reports are produced in a timely manner so they reflect current progress with no lengthy written comments.



Commitment to exemplary student behaviour and punctuality, including centralised behaviour systems.



Clear protocol for emails and a communication policy which protects time outside school.



An attractive school environment; open green spaces, commitment to reducing litter and our wonderful school farm.



Staff social sessions in the calendar each term plus regular sporting sessions on site. On site fitness suite with free use for all staff.



Regular twilight CPD sessions and a range of professional learning opportunities



Staff Wellbeing and Workload Coordinator guides and develops policies.



SLT Open Door Policy, including urgent communication outside school hours when required.



Developmental approach to lesson observations and professional performance reviews.



Mini-half term (long weekend) during the autumn term, calendar permitting.



Virtual parent consultation evenings with a flexible finish (8 pm latest).



Complimentary Christmas lunch and summer BBQ for all staff.



Maximum of three data collection points per year (per year group)



Staff Wellbeing Committee for both teaching and support staff.



Innovative approach to staffing and timetabling, to meet the bespoke needs of colleagues who work part time.



Dedicated and trained Curriculum Support Assistants in all faculties who provide cover for absent colleagues.



Plentiful free on-site parking, including electric charging points.



Opportunities for career development are always considered. Comprehensive leadership training programme.



After school meetings that average a maximum of one per week for classroom teachers, scheduled to finish by 4.30pm.



Wellbeing services provided including professional supervision and a culture of wellbeing support for all colleagues.



Staff professional and personal achievements celebrated.



Buffet provided for all staff before open evenings.

