

## JOB DESCRIPTION

JD no: 14

### Job Details

Post Title	Curriculum Support Officer (level 2)
Responsible to	Line Manager

### Purpose of job

To provide cover for whole classes in the absence of a teacher over an extended period of time. To plan and deliver programmes of teaching and learning activities for classes within a framework agreed with and under the overall direction and supervision of a qualified teacher. To supervise pupils in the absence of a teacher, ensuring a purposeful and orderly learning environment for pupils is maintained.

### Responsibilities

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary.
2. Responsible for assessing, recording and reporting on development, progress and attainment.
3. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
4. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as necessary.
5. 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.
6. 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.
7. 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.
8. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
9. 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.
10. To report to the teacher after the lesson in accordance with the school's referral procedures on any issues arising.
11. To supervise small groups of students or individuals who are entitled to support or extended time for public examinations.
12. To participate in the organisation and supervision of whole school activity days such as induction days.
13. To assist in the general efficient operation of the school, including providing cover for support staff where necessary and as directed by the Principal.
14. 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 (level 2) 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 (level 2) 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 (level 2) 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 (level 2) 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 (level 2) is employed for [hours] per week for [weeks]

## 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.