



Alderbrook School

AMBITION | BRAVERY | KINDNESS

ALDERBROOK SCHOOL

JOB DESCRIPTION: Curriculum Support Assistant

NAME:	
POST:	Curriculum Support Assistant
SALARY:	Band C
HOURS:	32.5 hours, term-time only plus INSET days (39 Weeks) (8.15 – 3.15 with ½ hour lunch)
HOLIDAYS:	During school holiday periods
ACCOUNTABILITY:	All staff work under the reasonable direction of the Headteacher and the Assistant Headteacher with delegated responsibility. Accountability is otherwise as set out below: Accountable to: Cover Manager

RESPONSIBILITIES AND DUTIES:

IN THE CLASSROOM

- Supervising classes during short-term teacher absence
- Instructing pupils regarding the work left by the absent teacher
- Providing pupils with appropriate resources for learning
- Ensuring an appropriate learning atmosphere/environment in the classroom
- Where possible liaising with teachers about the cover work before and after the lesson
- Working within the established discipline policy, to anticipate and manage behaviour constructively, promoting self control and independence
- Using specialist (curricular/training) skills, training and experience to support pupils and provide positive feedback.
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
- Promoting the inclusion and access of all pupils within the classroom.
- Supporting pupils consistently whilst recognising and responding to their individual needs.
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance

- Championing positive values, attitudes and good pupil behaviour, dealing promptly with incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

ADMINISTRATION SUPPORT WITHIN THE CURRICULUM

- Working on classroom display
- Supporting teachers in the administration involved in the monitoring and assessment of pupils' progress
- Invigilating school examinations as required
- Supporting teachers in dealing with pupil behaviour through liaison and feedback
- Supporting teachers in the organisation of resources/ teaching area
- Supporting teachers through ordering, cataloguing and general maintenance activities
- Supervising pupils on visits, trips and out of school activities as required

IN GENERAL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the overall ethos, work and aims of the school
- To work collaboratively with colleagues
- To undertake any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule
- To participate in the school's performance review process

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time.

Signed: _____

Tom Beveridge, Headteacher

Signed: _____

Curriculum Support Assistant

Date: _____