HECKMONDWIKE
GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE: Curriculum Supervisor

SALARY GRADE: Range 15 (15-19) SCP15 £23,953 pro rata (£19,337.26 actual salary)

WORKING HOURS: 35 hours per week. Term Time only 7.45am to 3.30pm Monday to Friday

RESPONSIBLE TO: Senior Curriculum Supervisor and appropriate member of the Senior Leadership Team

---

GENERAL DESCRIPTION

To provide cover, general curriculum support and supervision of students as required and directed by the Senior Curriculum Supervisor and/or the Senior Leadership Team.

Main Tasks/Responsibilities:

- To supervise and support students who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
- To oversee the collection of resources needed in order to deliver the covered lessons.
- To effectively communicate the work set by teachers to the students, continually actively monitor the performance of the students, adjusting the method of delivery to address individual needs where possible/required.
- To manage the behaviour of students whilst they are undertaking their work to ensure a constructive learning environment and apply the school rewards and sanctions policies with consistency.
- To respond to any questions from students about process and procedures so they can continue with the work that has been set.
- To deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that student/staff safety is assured.

- To collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.

- To report back to the class teacher and, where appropriate, the Head of Year, on the behaviour and performance of students during lessons and any issues arising, so that the relevant member of the teaching staff is fully aware of the situation and can plan appropriate subsequent lessons.

- To take responsibility for promoting and safeguarding the welfare of the children and young people in school.

- To support the work of teaching staff, individual students and groups of students including the supervision of students at break, lunchtime and before and after school as deemed necessary within contracted hours.

- To undertake exam invigilation duties as required during external examination periods.

- To undertake appropriate professional development.

- To participate in the school's monitoring and evaluation procedures including the annual Performance Review programme.

- To liaise on a daily basis with the Senior Curriculum Supervisor with responsibility for cover.

- To accompany visits and field trips as requested under the direction of the lead teacher / organiser within contracted hours.

- To assist in the preparation of material, resources and equipment required for teaching and learning including the reproduction, printing, downloading and production of materials.

- To assist with the preparation and mounting of display materials around the school.

General Duties:

- To work in accordance with the school's safeguarding policy and procedures.

- To adhere to school policies on equal opportunities and confidentiality.

- To undertake duties of an equivalent nature commensurate with the grade of the post as may be required. Any changes would be agreed after full discussion with the post holder.

- To ensure the health and safety of self and others in relation to post holder's duties and personal responsibilities.

- School will apply for an enhanced disclosure from the Disclosure and Barring Service and any criminal convictions must be declared.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.