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**JOB DESCRIPTION**

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| Job title: | Curriculum Support Assistant (English) |
| Post reference: | J063 |
| Grade: | NJC 4 – Scale points 7 - 10 |
| Hours | 33 hours per week, term time only including five training days |
| Responsible to : | Curriculum Leader (English) |
| Responsible for: | --- |
| Job purpose: | To support teachers to enable students to access the curriculum and improve attendance, behaviour and progress, and to supervise whole classes during the short-term absence of a teacher for illness, training and case meetings. |
| Key internal contacts: | English Team  Curriculum Leaders  Assistant Heads  Students  Teachers  Safeguarding Team |
| Key external contacts: | Parents/carers |
| Special considerations: | Hold a clear Enhanced DBS check |

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| **Specific duties:**  Support for Individual students   1. Support students in all aspects of on and off-site activities; 2. Support students with behaviour for learning, following The Limes’ Behaviour Policy; 3. Be a tutor for individual students as part of a tutor group to achieve the best possible attendance and behaviour; 4. Contribute to students’ reports; 5. Communicate with parents/carers on a weekly basis regarding students’ attendance, punctuality, behaviour and academic progress and record information on SIMS and CPOMS; 6. Undertake small group work, project work and one-to-one support with students of high level need, who may need to be physically restrained; 7. Develop an understanding of the special educational needs of the students and ensure they have appropriate access to the lessons and relevant resources; 8. Support students with coursework and homework; 9. Undertake Individual Action Plans (IAPs) with students in order to review progress and levels, and set targets; 10. Supervise students throughout the day ensuring attendance and punctuality at all lessons; 11. Support students in examinations as an invigilator or those in need of access arrangements, as scribe, reader or prompt; 12. Undertake lunch duties, as published on rota; 13. Escort students to, and support students with, off-site provision; 14. Undertake re-entry interviews with excluded students, to support staff and parents/carers.   Support for teachers   1. Meet regularly with your line manager to plan and attend Departmental meetings; 2. Assist in the preparation of lesson materials and planned activities, including one-to-one sessions with disruptive students; 3. Ensure that classrooms are tidy and equipment/resources are packed away at the end of the lesson; 4. Ensure wall displays are current, tidy and updated termly; 5. Undertake administrative duties including ordering resources, recording data and maintaining stock records.   Communication   1. Attend such meetings as deemed appropriate by your line manager; 2. Participate in regular supervision and appraisal as required by your line manager; 3. Identify own learning needs and to attend training in order to develop professional knowledge and skills as directed by line manager through supervision; 4. Attend and contribute to daily briefings, team meetings and training; 5. Liaise and network with other professionals, parents and carers both informally and formally. |

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| Trust   1. Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish; 2. Promote the safeguarding and welfare of children and young people; 3. Comply with the Trust’s policies and procedures (e.g. equal opportunities and health and safety); 4. Ensure high standards of behaviour and dress are maintained.   Additional duties  You may be required to carry out additional duties, as the Executive Principal or Head of School may reasonably request, which are commensurate with the post. |
| **Review:**  This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the College in relation to the post-holder’s professional responsibilities and duties.  I confirm that I understand and agree with duties of this job description.  Signature:  Print name:  Date:  ---------------------------------------------------------------------------------------------  Manager’s signature:  Print name:  Date: |

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**PERSONAL SPECIFICATION**

**Curriculum Support Assistant (English)**

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|  |  | **Essential** | **Desirable** |
| **Qualifications and Experience** | Minimum of English and Maths qualifications equivalent to GCSE grade A-C. | 🗸 |  |
| Experienced worker who can engage with vulnerable students with behavioural difficulties and learning needs on a one-to-one basis or in small groups. | 🗸 |  |
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| **Skills and Abilities** | Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations. | 🗸 |  |
| Have a creative approach to problem solving and use this to inspire and motivate students. | 🗸 |  |
| Able to monitor and evaluate progress through support plans, including regular reviews, in order that impact can be measured. | 🗸 |  |
| Ability to develop and maintain good relationships with children, caregivers, school staff and other agencies. | 🗸 |  |
| Able to maintain accurate, up to date, paper and electronic records of work. | 🗸 |  |
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| **Knowledge** | To have a good working knowledge of IT e.g. Word, Outlook, Excel and PowerPoint. | 🗸 |  |
| Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. |  | 🗸 |
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| **Special conditions** | Hold a current driving licence with own transport to visit other schools. |  | 🗸 |
| Willing to undertake an Enhanced DBS check. | 🗸 |  |

Please find below a list of points that you will need to respond to in your supporting statement. This should detail your experience and knowledge on each point. The information you provide in your statement will be assessed against the relevant items on the Person Specification points below.