



REDBORNE SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	Curriculum Support Assistant
HOURS:	37 hours Term Time Only plus 5 training days Monday-Thursday 8.00-4.00, Friday 8.00-3.30 30 minutes for lunch
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	Head of Faculty
JOB PURPOSE:	To support teaching staff in departments by providing assistance in departmental administration and curriculum support.

MAIN DUTIES AND RESPONSIBILITIES

1. To supervise students in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for students.
2. 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.
3. To support expectations of student behaviour in the classroom and ensuring that the school's behaviour management policy is adhered to.
4. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
5. To ensure that completed work is collected at the end of the lesson and returned to the teacher.
6. 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.
7. To carry out general administration tasks including photocopying or worksheets etc, filing, word processing e.g. student letters, taking minutes at meeting, taking telephone messages, inputting student data using Excel or schools SIMS packages.

8. To assist in the production of teaching materials and adapt and organise resources for lessons.
9. To monitor and advise on finances when ordering.
10. To receive and check stock, cataloguing, preparing, issuing and maintaining equipment and materials.
11. To ensure the Health and Safety of students in the classroom and school in accordance with the school's policy.
12. To support students with learning needs in the class.
13. To collect and organise work for excluded students and on occasions supervise students in isolation.
14. To prepare display boards with guidance from teaching staff.
15. To attend required first aid training and act as a named first aider within school.
16. To invigilate examinations when required.
17. To organise, administer and accompany educational visits within your designated curriculum area or if needs be other curriculum areas.
18. To attend student review meetings when required.
19. To attend courses and training sessions to support individual professional development and the development of the school.
20. To work, as necessary, with small groups of students outside the regular classroom on tasks set by their class teacher.
21. 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.