**Job Description**

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| **Position Title** | Curriculum Technician | | |
| **Employer** | Chulmleigh Academy Trust | | |
| **Main Location** | Chulmleigh Community College | | |
| **Reporting to** | Deputy Executive Headteacher/Head of English | | |
| **Position Number(s)** | 717 | | |
| **Grade** | C | | |
| **Effective date of JD** | September 2022 | **JE Job Number** | 717 |

**Job Purpose including main duties and responsibilities:**

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

# **SUPERVISION ARRANGEMENTS**

Each class must have an assigned teacher, who will take overall responsibility for the progress of pupils within that class. Such teachers may be assisted in their work by support staff, some of whom will carry out specified work and must do so under the direction and supervision of a qualified teacher. The nature of the direction and supervision may vary according to the work undertaken and the level of experience of the member of support staff.

## MAJOR RESPONSIBILITIES

To work under instruction/guidance to enable access to learning by:

* Assisting in the whole school planning cycle
* Attending to the welfare and personal care of pupils including those with special educational needs
* Delivering pre-determined learning/care/support programmes
* Implementing work programmes
* Undertaking evaluation and record keeping and general clerical/administrative support for the teacher/department

## DUTIES

##### Support the teacher by:

* Working with teachers to create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* Monitoring pupils’ responses to learning activities and accurately recording achievement/progress as directed
* Assisting with the display of pupils’ work
* Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
* Assisting with the planning of learning activities on a regular basis
* Providing detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour for learning
* Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
* Administering routine tests, invigilating exams and undertaking routine marking of pupils’ work
* Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

##### Supporting pupils by:

* Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
* Establishing constructive relationships with pupils and interacting with them according to individual needs
* Encouraging pupils to interact with others and to engage in activities led by the teacher
* Setting challenging and demanding expectations and promoting self-esteem and independence
* Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher
* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school and promoting a positive image of the college and Trust
* Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Participating in training and other learning activities as required
* Recognising own strengths and areas of expertise and using these to advise and support others
* Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

Support the curriculum by:

* Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
* Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
* Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
* Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

Support the school by:

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school
* Appreciating and supporting the role of other professionals
* Attending relevant meetings as required
* Participating in training and other learning activities and performance development as required
* Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

## Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

**Date:** ………………………………………………………..

**Signatures:** Manager………………………….……… Post holder……...………..……………….………