

JOB DESCRIPTION: Curriculum Support

ACCOUNTABLE TO: Director of English.

JOB PURPOSE: In co-operation with the Deputy Headteacher, to provide a complementary service to that given by existing teachers specifically within English and the SEN Team in the school.

KEY ACCOUNTABILITIES:

You will be addressing the needs of particular students to help overcome their barriers to learning both inside and outside the school, in order to achieve their full potential. There will be particular focus on supporting students in terms of their needs. As such, this is an excellent experience for those interested in pursuing a career in teaching specifically within the English faculty providing the opportunity to develop subject expertise.

MAIN DUTIES AND RESPONSIBILITIES:

- To co-ordinate and lead on support given to particular Students and/or those not making progress and with a focus on English.
 - To liaise with teaching staff to set targets for the students and the appropriate staff, keeping parents/carers informed and evaluating achievement towards these goals.
 - To liaise with teaching (particularly Director of English), Pastoral Team and SENCO, to identify those who need extra help to overcome barriers to learning inside and outside school.
 - To work with the member of teaching staff to identify particular students that are not making progress who would benefit most from a learning mentor and then drawing up and implementing an action plan for each student if they haven't already got one.
 - To develop a 1:1 or 1:3 or as appropriate mentoring relationship with students needing particular support where necessary aimed at achieving the goals defined in the action plan.
 - Work closely with the students throughout the day including during lesson time, morning registration and supervising lunch times.
 - To liaise with the teachers and maintain regular contact with families/carers of students in need of extra support to keep them informed of the students' needs and progress.
 - To seek to ensure that all students develop aspirations that we can support them in achieving.
 - To make full use of the ICT resources of the school in relation to the development of individual, independent learning opportunities.
 - To feedback to the Director of English, on a fortnightly basis, on the specific impact for each student.
 - Attend relevant parents' evenings and meetings.
 - To support, where necessary, extended support/revision clubs for students.
 - To be prepared to drive students home/to alternative sites as required
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- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and

requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> • GCSEs in Science, English and Mathematics. • Educated to A Level standard (or City & Guilds equivalent) • Ability to work effectively with, relate to and command the confidence of a wide range of young people. • Ability to deal with sensitive issues in a calm and effective manner. • Competence in using ICT (Microsoft Office - Word, Excel etc.) for routine purposes. • The ability to work with colleagues to assess and review the learning of young people in the context of family and other relevant circumstances and plan appropriate responses. • Evidence of ability to inspire and motivate both students and colleagues. • A firm commitment to student centred approaches for effective learning. • Ability to manage time effectively. • Appropriate level of data protection, security and confidentiality awareness. • Clean driving licence. 	<ul style="list-style-type: none"> • Degree or willingness to study for a Degree. • Understanding of counselling and conflict resolution. • Proven track record of working with students experiencing behavioural problems. • Evidence of ability to provide colleagues with a good professional role model. • Knowledge of safeguarding and the SEN code of practice (training will be provided). • Ability to react intuitively to problems and situations and then take appropriate action and/ or liaise with line manager.