



Appointment of
CURRICULUM SUPPORT ASSISTANT

For February 2018

NJC Grade 3 - SCP 9 to 13
£11,304-£12,397 (actual salary range)

32.5 hours per week
38 weeks, Monday to Friday (term time only)

Closing Date for Applications:
No later than noon on Wednesday 24 January

APPOINTMENT OF CURRICULUM SUPPORT ASSISTANT

INFORMATION ABOUT THE POST

We require a highly motivated person with effective administrative, organisational and communication skills to work as a Curriculum Support Assistant in various departments within a busy school environment.

This is a part-time post working during term-time only. Routine working hours will be Monday to Friday, 6½ hours per day from 8.30 a.m. until 3.30 p.m. with a half hour unpaid lunch-break. On a few occasions, such as open evenings, times of working may need to be varied at the requirement of the school, and the successful applicant will be expected to adopt a flexible approach to their working pattern.

The post is graded at Grade 3, SCP 9-13. Actual salary will be in the range £11,304-£12,397.

The post holder will be required to provide administrative support, primarily within the Mathematics Department, but will also be required to support other curriculum areas within the school. The work will be varied and will require the successful applicant to multi-task and prioritise work. Tasks will involve word processing, the input of student data into spreadsheets and the preparation of teaching materials prior to lessons. Help with the maintenance of departments' databases and web pages will also form a key part of this post and training for these skills will be offered as necessary. A full job description is enclosed.

The Fallibroome Academy is a highly successful school and contributory to its success is a very dedicated and busy support team, of which this post is part.

As well as the technical and practical skills required to carry out the work outlined in the Job Description, flexibility, the ability to work well under pressure and under one's own initiative, and a commitment to high standards in personal work are essential for this position. You must also be a good team worker able to relate to a wide variety of people in a complex organisation, and will often need to respond promptly to teachers working under pressure of time.

You must be able to demonstrate a good record of attendance and punctuality in your previous employment and be of smart personal appearance, and you must be willing to undertake additional training as required to support your own professional development.

The Mathematics Department

This thriving department currently consists of eleven full-time posts and one part-time position. All are specialist teachers of Mathematics and form a vibrant department. We are also supported by our curriculum support assistant. Mathematics is seen as an enjoyable and challenging subject in the school and we are looking for someone who can contribute to our teamwork ethic and support the department in its success.

On entry to the school students are set into two parallel half year groups and are regularly assessed and monitored in terms of performance and progress. Movement between sets takes place at regular periods within this framework.

We participate in the UKMT Mathematics Challenge with all year groups and our students enjoy the challenge this offers them.

We have a strong relationship with our feeder primary schools and deliver a transition project which the students begin in Year 6 and carry through in to their Mathematics lessons in the first half term of Year 7. The 2017 project followed the theme of 'Code Breaking' and offered Fallibroome Mathematics teachers the opportunity to go in to the primary schools to deliver one-off lessons to the Year 6 students, helping to build a relationship with them before they joined us in September. The work produced was impressive. We have already begun planning this year's project, working collaboratively with other departments in the school.

This is a very successful department, as evidenced by the school's Ofsted Inspection report in 2013 in which Fallibroome was rated as Outstanding in all categories. There is a strong team spirit amongst colleagues in the department who are supportive and provide a stimulating, collaborative environment in which all students are encouraged to achieve their potential. The improvement of numeracy is a central part of our Academy Improvement Plan.

Key Stage 3

In Year 7-9, the use of interactive materials is well established, linking the Numeracy framework with whole school teaching and learning methodologies in a very positive manner. Full integration of ICT as a teaching tool, with smart boards regularly used to enhance the learning environment, is departmental policy and all staff are issued with iPads for use with their classes. The department's excellent results at KS3 reflect the outcomes of this dynamic approach.

We lead activities designed to engage our younger learners in the beauty of Mathematics and its functions in the real world. Every year, all Year 8 students participate in a 'Maths in the Workplace' morning where guest speakers from a variety of career backgrounds present the usefulness and applications of Mathematics in their everyday work. The students then use the information they have gathered to produce a video on the applications of Mathematics in the real world. The iPads perform a vital role in this project.



Year 9 students are invited to join us on a Maths and French trip to Paris. On this trip they are able to explore the beauty of Paris and the applications of Mathematics in the architecture of the city. A visit to the Cité des Sciences and La Villette Maths Exhibition offers students the opportunity to apply their mathematical skills to experiments and to further explore the connections between Mathematics and Physics. It is a truly enjoyable trip for both the staff and the students. It is no surprise that it is oversubscribed year on year.



Key Stage 4

In Year 10, students currently follow the AQA 8300 linear syllabus, in line with the new Key Stage 4 curriculum. Our scheme of work has been adapted to incorporate more directed time and assessment of the problem solving skills necessary for students to demonstrate their understanding of mathematical concepts and to achieve the highest grades.

Each year, some of our Year 10 students take part in the 'Alan Turing Cryptography Competition' lead by the University of Manchester and attend the live challenge at the campus. The students are able to show off their code breaking skills and

compete against other teams in a variety of exciting challenges. The students find the competition and the day thoroughly enjoyable. We intend to involve some of our current Year 10 students in the 2018 edition.

http://www.maths.manchester.ac.uk/cryptography_competition/reminder.php

In Year 11, students continue to follow the AQA 8300 linear syllabus, utilising OUP resources alongside a variety of other teaching texts. We achieved 84% 9-4 in 2017 and are seeking to exceed this level of performance with our current Year 11 students. We offer additional small group Mathematics lessons for students who are not making expected progress, in order to support them with their confidence in the subject and in achieving their target grade.

Key Stage 4 study club runs every Wednesday after school where students can access support from Mathematics teachers with their homework, revision or just to explore certain areas of the curriculum in further detail. We feel this support enables students to tackle their difficulties promptly and confidently, resulting in better outcomes in their examinations.



Key Stage 5

Mathematics is a very popular subject in the Sixth Form. The number of students taking A Level courses has steadily increased over the years and now exceeds 60 in Year 12. All students follow the AQA syllabus and we have a very high student retention rate from AS to A2. Our results over recent years have exceeded 75% A*-B at A Level. Further Mathematics is also offered and is a popular choice.

Students study a range of areas of Mathematics, including pure mathematics, mechanics and statistics. Key Stage 5 study club runs every Wednesday after school and offers students a chance to get support with their independent study.

Please visit our website: <http://fallibroome.academy/department/mathematics/>

THE FALLIBROOME ACADEMY – JOB DESCRIPTION

CURRICULUM SUPPORT ASSISTANT

JOB TITLE:	Curriculum Support Assistant	JOB REF:	TFA (T) 006
RESPONSIBLE TO:	Director of Teaching & Learning	GRADE:	Grade 3 SCP 9-13

BASIC JOB PURPOSE

To provide administrative support to designated curriculum departments.

MAIN RESPONSIBILITIES

1	To assist with the preparation of lesson materials, as required.
2	To assist with the routine maintenance of equipment and to liaise with the Academy's Resources Department to ensure that equipment and resources are provided and/or booked when required for lessons, e.g. video equipment, photocopying, etc.
3	To assist in the maintenance of the department's data base including the input of data into various curriculum software packages.
4	To update and develop the department's homepage on the school website.
5	To assist with departmental displays, reprographics, visual aids and filing systems.
6	To manage the stock checks, inventories and cataloguing of departmental equipment within each department.
7	To collate all documentation as required, including preparation of agenda and taking of minutes at departmental meetings.
8	Undertake replenishment ordering and storage of materials, under the direction of teachers.
9	Undertake the annual department inventory check, notifying all discrepancies or write-offs to the Finance Department.
10	To provide general clerical support for the departmental teaching staff including word processing, distribution of mail, etc.
11	At the direction of the relevant budget holder, place orders for departmental resource requirements and administer invoices and departmental financial records as required.
12	Provide general and clerical support for trips/visits, including arranging travel details, collection of money, etc.
13	Provide general clerical support for examinations and assessments within the department.
14	To assist as directed during school, departmental and public examinations sessions including scribing/ reading and invigilation.

15	To undertake gate supervisory duties during lunchtimes as directed.
16	Under the direction of the DTL Work Related Learning, assist with the organisation of the annual Careers Fair.
17	Under the direction of the Department DTL, assist with departmental specific events e.g. Junior Maths Challenge.
18	To actively safeguard and promote the welfare of pupils at all times.
19	To complete the department health and safety audit, liaising with the school health and safety coordinator as necessary. Ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.
20	To take responsibility for one's own training needs; attending INSET training and to attend relevant external courses as necessary.
21	To redeploy to the Student Support Centre as required to support the pastoral administrative functions during unforeseen staff absence or increased workload.
Notwithstanding the detail in this job description, in accordance with the Academy's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/The Fallibroome Academy Trust from time to time, up to or at a level consistent with the main responsibilities of the job.	

CURRICULUM SUPPORT ASSISTANT

PERSON SPECIFICATION

We are looking for someone who is trustworthy, reliable and a good team worker to join a very committed and dynamic team of people who work tirelessly for the benefit of the students and the Academy.

The person appointed must be of smart appearance and be able to demonstrate a good record of attendance and punctuality in previous employment. We wish to appoint someone who is flexible and used to 'multi-tasking' and who has the personal skills and qualities which best meet the needs of the organisation.

Qualifications & Experience

Essential	Desirable
Educated to at least GCSE Grade C standard or equivalent in at least 4 subjects including English and Mathematics (certificate/s to be available at interview)	
Experience of working in a busy administrative environment and possessing the ability to demonstrate administrative process skills	
	Experience of working in a school or similar establishment
	First Aid qualification or willingness to gain one

Knowledge & Skills

Essential	Desirable
Ability to build and form good relationships with students and colleagues	
Working knowledge of internet systems, including e-mail	
Ability to proficiently use office computer software including word-processing, spreadsheets and databases	
Ability to work constructively as part of a team and on one's own initiative without supervision	
Good standard of numeracy and literacy skills	
Familiarity with data input and the need for accuracy	

Essential	Desirable
Good verbal, written communication and interpersonal skills appropriate to the need to communicate effectively with colleagues, students, parents, other professionals and visitors	
Ability to demonstrate creative display skills on a consistent basis	
Ability to effectively operate a full range of ICT equipment and other resources	
Ability to absorb and understand a wide range of information	
	Working knowledge of CMIS software package
	Experience of building and maintaining web pages

Personal Qualities

Essential	Desirable
Able to follow direction from Line Manager and superiors	
Ability to show initiative and prioritise one's own work even when under pressure	
Able to work flexibly to support others and respond to unplanned situations	
A confident telephone manner and a professional approach to dealing with enquiries	
Able to act with sensitivity and absolute discretion at all times	
Able to appropriately deal with confidential information	
Efficient and meticulous in organisation	
Able to attend evening meetings as required	
Desire to enhance and develop skills and knowledge through CPD	
Evidence of excellent attendance and punctuality record	
Commitment to the highest standards of child protection	
Recognition of the importance of personal responsibility for Health & Safety	
Commitment to the school's ethos, aims and its whole community	

CURRICULUM SUPPORT ASSISTANT

APPLICATION PROCEDURE

If you wish to be considered for this vacancy you should complete an application form.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be short-listed.

Completed applications should be returned to:

Miss A N Childs
PA to Headteacher/Vice Principal
The Fallibroome Academy
Priory Lane
Macclesfield
Cheshire
SK10 4AF

jobs@fallibroome.org.uk

Tel: 01625 827898

The closing date for applications is **Wednesday 24 January at noon.**

If you have not heard from the school within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

The Fallibroome Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Services.