



KINGSBURY HIGH SCHOOL

Headteacher : Andy Stainton

Job Title:	CURRICULUM ASSOCIATE
Salary Scale:	Scale 5
Commencement:	As soon as possible
Contract:	36hrs per week, 39 weeks per year (term time + Inset days) Hours: 8:30 am to 4:00 pm (5:00 pm on Tuesdays) 30 minutes lunch
Job Purpose:	To enable effective day to day support to Faculty Managers. To enhance progression through individual and small group invention within the Faculty and with statement students, as nominated by the SENCO, up to the annually agreed maximum number of hours. To supervise, as required, whole classes to maintain good order, keep students on task, respond to questions and generally assist students to undertake set activities. To contribute to the overall ethos, work, aims of the school and a can-do approach within the faculty. Head of faculty
Responsible to:	

As Curriculum Associate at Kingsbury High School you will be required to:

Main Area of Responsibility

- To assist the faculty in the management of resources
- Implement structured and agreed learning activities and teaching programmes for individuals and groups of students.
- Adjust learning activities and teaching programmes to take account of student needs and responses.
- Use specialist (curricular/learning) skills/training/experience to support students' learning.
- Assist students to access learning activities through specialist support, recognising and responding to their individual needs.
- Work with the teacher to establish an appropriate learning environment, and to plan, evaluate and adjust lesson/work plans.
- Provide brief feedback to the teacher at the end of any lesson being supported via the school's "post-it" note system.
- Monitor and evaluate students' progress, achievements and responses in respect of all learning activities and teaching programmes through observation and planned recording of achievement against pre-determined learning objectives.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and/or records as requested.
- Provide feedback to students on their progress, development and achievement.
- Promote and employ strategies to enable the inclusion and acceptance of all students, encourage self-esteem, and recognise and reward independence and self-reliance.
- Promote positive values, attitudes and student behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage students to take personal responsibility for their behaviour.
- Determine the need for, prepare and maintain general and specialist equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of students' competence and independence in their use.
- Administer routine tests, invigilate exams, and undertake marking of students' work in line with our marking policy.
- To use ICT to monitor and advance learning.

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Faculty admin:

- Provide clerical and administrative support to teaching staff, including photocopying, word-processing, data input and manipulation, filing, collecting money, administering coursework, and production of worksheets for agreed activities.
- Undertake planned supervision of students' out of school hours learning activities and supervise students on trips and school activities as required.
- To create, mount and put up displays.
- To use ICT to monitor and advance learning.

Cover:

- Recording and reporting attendance at lessons and extra curriculum lessons in accordance with school policy.
- To respond to any questions from students about process and procedures.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher/department.
- To leave the classroom in good order at the end of the lesson.
- To report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Participating in the roster for break time duties and undertaking a half hour lunchtime duty, as directed.

Faculty Specific Responsibilities:

PEEAEL:

Role 1: SSP/Excel Day Post

SSP work (currently 50% of the time):

- To plan, deliver and evaluate the student leadership and competition aspects of the SSP work with other schools.
- To be the positive 'face' of the SSP partnership at meetings and conferences.
- To gather data from partners and write reports to satisfy funding stream regulations and to work with guidance on related financial matters.

Excel days work (currently 50% of the time):

- To support the Head of Faculty in the planning and successful operation of the Excel days programme
- To make Excel day bookings and support the management of the Excel day finances, including the tracking of payments through parent pay
- To deliver Excel day sessions
- To offer administrative support to the Head of Faculty for any additional school or Borough programmes and to aid their running through effective communication with students, parents and staff.

Role 2: Faculty Support for PEEAEL

- To provide practical specific SEN support for students working in our area
- To provide administration support for trips, visits and activities within the faculty
- To provide practical support for trips, visits and activities within the faculty
- To provide support and work independently to support Physical Education Lessons

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General Responsibilities common to all support staff job descriptions:

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Assist with first-aid for students and staff, including looking after sick students and liaising with parents and staff.
- Be aware and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Child protection
 - Health, safety and security
 - Confidentiality, and
 - Data Protection
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake these duties within agreed school objectives, policies and procedures and promote the School's Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

Knowledge, Experience and Skills

Essential:

- Successful experience in working with children of secondary school age
- Able to demonstrate the self-confidence required to cover classes in the absence of teachers
- Excellent ICT practitioner
- Maths and Science only: practical and working knowledge of Maths/ Science curriculum up to year 11
- MFL only: able to speak at least one taught language with fluency
- Good standard of education particularly in numeracy and literacy.
- Working knowledge and understanding of national curriculum and other relevant learning programmes and strategies
- Excellent time manager with the ability to work to tight deadlines and the ability to communicate effectively
- Highly organised and efficient
- Strong verbal and written communications skills, including ability to present to, influence and write for different audiences (students, parents/carers, colleagues, suppliers, donors and customers)
- Numerate and able to manage budgets
- The ability to demonstrate initiative
- Proven ability to build positive relationships with students and families
- Good team member
- Copes well under pressure, dealing with immediate problems and completing tasks efficiently
- Pays attention to detail and ensures they, and others, follow the policies, systems and procedures of the school.

Desirable:

- General qualification at Level 2 or NVQ level 3 for Teaching Assistants, or able to demonstrate an equivalent level of attainment through relevant experience or willingness to obtain
- Evidence of successful completion of training in relevant strategies, e.g. literacy and/or in particular curriculum areas such as bi-lingual, sign language, dyslexia, ICT, maths English CACHE.
- Previous experience of using SIMS or other information management systems
- Minimum of 5 GCSE (or equivalent) A*-C including English and Maths

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Safeguarding and Equal Opportunities:

- Kingsbury High School is committed to safeguarding and promoting the welfare of children and young people.
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.
- A commitment to safeguarding and promoting the welfare of our students.
- A commitment to and an understanding of the implications of working in a fully inclusive school.
- A clear understanding of current educational issues and developments and their likely impact on teaching and learning.

Other work requirements:

- Ability to maintain strict confidentiality.
- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance appraisal and development.
- The postholder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.