



Post Title: Curriculum Support Officer (Fixed Term Contract – Ending 31st August 2019)

Grade: As guide the full time salary is Grade 4 – £18,672 - £21,693 per annum (£13,806 to £16,010 pro rata salary, per year).

Hours: 32½ hours per week, 8.30am to 3.30pm Monday to Friday, with a 30 minute unpaid lunch break. Term Time Only (38 weeks per year)

Job Purpose:

To work with curriculum teams and supervise students in the absence of teachers. To provide in-class support to other learning activities.

Description of Duties and Responsibilities:

- To supervise classes and to undertake work/activities that have been set by teachers including taking the register, introducing and closing the class.
- Prepare for lessons by researching, using a variety of different sources, such as computer data and, publications.
- To maintain good order and discipline amongst the students in line with the School Behaviour for Learning Policy to ensure a positive environment.
- To be responsible for interpreting, presenting and delivery of cover work to students in a way that compliments the school ethos on teaching and learning.
- To encourage the young people to interact and work co-operatively with each other and engage all students in activities
- To develop curricular knowledge as required by the school.
- To respond to any questions from students about processes and procedures.
- Reporting back, as appropriate using the school's procedures relating to the behaviours of students during the class and any other issues arising.
- To deal with any immediate problems or emergencies in accordance with School Policy.
- To establish communication links with the appropriate teacher to ensure continuity is maintained for the students.
- To collect completed work after the lesson and return it to the appropriate teacher or Curriculum Leader.
- To report back to the appropriate person on any issues arising.
- To provide administration support when required.
- To invigilate examinations when required and provide support for students with special requirements in the examination environment.



- Be aware of and comply with policies and procedures relating to inclusion, Child protection, Discipline, Health, Safety and Security, SEN, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- To take part in all appropriate inset activities.
- To work with Year Teams, including participation in the Year Team Briefings.
- To carry out his/her duties in accordance with the Equal Opportunity and anti-discriminatory practices of the School.

**AND such duties as are within the scope and the spirit of the job purpose,
the title of the post, and its grading.**

Special Requirements

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Safeguarding & Child Protection Policy can be found on the Academy's website <http://www.westcoventryacademy.org>.

All duties and responsibilities must be carried out with due regard to the Academy's Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's ICT & Social Media Policy.

*PLEASE NOTE
WEST COVENTRY ACADEMY
IS A NON SMOKING SITE*



SUPERVISION RECEIVED	
Name:	Hannah Ferrar (or successor)
Post Title:	Cover Manager
Or Alternatively:	Chris Paton – Deputy Headteacher

LEVEL OF SUPERVISION*

Regularly supervised with work
Checked by Supervisor.

Left to work within established guidelines,
Subject to scrutiny by supervision.

Plan own work to ensure the meeting
of defined objectives.

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Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____