

# JOB DESCRIPTION

JD no: 13

## Job Details

Post Title	Curriculum Support Officer (level 1)
Responsible to	Line Manager

## Purpose of job

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to keep pupils on task and maintain a purposeful and orderly learning environment for pupils.

## Responsibilities

1. Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses / needs.
2. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as necessary.
3. To check that pupils have the appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
4. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
5. Establish productive working relationships with students, acting as a role model and setting high expectations. Support students consistently whilst recognising and responding to their individual needs.
6. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
7. To ensure completed work is collected at the end of the lesson and returned to the teacher. Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
8. To report to the teacher after the lesson in accordance with the school's referral procedures on any issues arising.
9. To supervise small groups of students or individuals who are entitled to support or extended time for public examinations.
10. To participate in the organisation and supervision of whole school activity days such as induction days.
11. To assist in the general efficient operation of the school, including providing cover for support staff where necessary and as directed by the Principal.
12. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Curriculum Support Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Curriculum Support Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Curriculum Support Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Curriculum Support Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The Curriculum Support Officer is employed for [hours] per week for [weeks]

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Curriculum Support Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Curriculum Support Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 14

## Job Details

Post Title	Curriculum Support Officer (level 2)
Responsible to	Line Manager

## Purpose of job

To provide cover for whole classes in the absence of a teacher over an extended period of time. To plan and deliver programmes of teaching and learning activities for classes within a framework agreed with and under the overall direction and supervision of a qualified teacher. To supervise pupils in the absence of a teacher, ensuring a purposeful and orderly learning environment for pupils is maintained.

## Responsibilities

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary.
2. Responsible for assessing, recording and reporting on development, progress and attainment.
3. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
4. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as necessary.
5. To check that pupils have the appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
6. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
7. Establish productive working relationships with students, acting as a role model and setting high expectations. Support students consistently whilst recognising and responding to their individual needs.
8. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
9. To ensure completed work is collected at the end of the lesson and returned to the teacher. Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
10. To report to the teacher after the lesson in accordance with the school's referral procedures on any issues arising.
11. To supervise small groups of students or individuals who are entitled to support or extended time for public examinations.
12. To participate in the organisation and supervision of whole school activity days such as induction days.
13. To assist in the general efficient operation of the school, including providing cover for support staff where necessary and as directed by the Principal.
14. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Curriculum Support Officer (level 2) will be observed and monitored both formally, through the Trust's Performance Development procedures

and informally through daily discussions.

### **Student Care Role**

- The Curriculum Support Officer (level 2) will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Curriculum Support Officer (level 2) is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Curriculum Support Officer (level 2) will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Curriculum Support Officer (level 2) is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Curriculum Support Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Curriculum Support Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

## JOB DESCRIPTION

JD no: 53

### Job Details

Post Title	Curriculum Support Manager
Responsible to	Line Manager

### Purpose of job

To manage and organise cover in the absence of a teacher through deployment of Curriculum Support Officers and supply staff. To organise and provide induction and support for supply staff and Curriculum Support Officers.

### Responsibilities

1. To manage the staff cover system to ensure continuity in teaching and learning, organising the appropriate deployment of teachers, supply staff and Curriculum Support Officers.
2. To liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
3. To act as the main point of contact for any problems that may occur in relation to cover, reporting any concerns to the teacher or manager where appropriate and in accordance with the school's referral procedures.
4. To liaise with senior management and Heads of Department regarding specific cover duties.
5. To carry out Curriculum Support Officer role in the absence of a teacher; creating and maintaining a purposeful and orderly learning environment for pupils, ensuring that the work set out by the teacher is carried out in accordance with the school's strategy, to ensure pupils have the appropriate equipment and materials to enable them to complete the tasks set and ensure completed work is collected at the end of the lesson and returned to the teacher.
6. To support expectations of pupil behaviour in and outside the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
7. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
8. To participate in the organisation and supervision of whole school activity days such as induction days.
9. To supervise small groups of students or individuals who are entitled to support or extended time for public examinations.
10. To assist in the general efficient operation of the school, including providing cover for support staff where necessary and as directed by the Principal.
11. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Curriculum Support Manager will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Curriculum Support Manager will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Curriculum Support Manager is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Curriculum Support Manager will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Curriculum Support Manager is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Curriculum Support Manager will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Curriculum Support Manager will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 21

## Job Details

Post Title	Extended Provisions Assistant
Responsible to	Line Manager

## Purpose of job

To work within the Extended Provision providing before and after school care. The Extended Provisions Assistant will be responsible for providing appropriate activities within a nurturing and safe environment.

## Responsibilities

1. Assist with the organisation of play and art activities, provide support with reading and homework.
2. Establish good relationships with children through effective interaction, encouraging cooperation and mutual support whilst monitoring children's well-being and providing support where required.
3. Maintain good order and discipline among pupils in accordance with the school behaviour policy.
4. Establish and maintain positive relationships with pupils, parents and carers in accordance with the school ethos, policies and practice.
5. Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
6. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Extended Provisions Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Extended Provisions Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Extended Provisions Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Extended Provisions Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment



### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Extended Provisions Assistant is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### **Performance Management**

The Extended Provisions Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Extended Provisions Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

## JOB DESCRIPTION

JD no: 17

### Job Details

Post Title	Early Years Practitioner – Level 1
Responsible to	Line Manager

### Purpose of job

To work with children, as part of a professional team, on education and social development and to provide a high quality of care.

### Responsibilities

1. Work with individuals or small groups of children, under direction
2. Support behaviour management and development
3. Establish and build positive relationships with parents/carers
4. Contribute to the planning and development of learning activities
5. Contribute to the development of individual development plans for children with special educational needs
6. Work with external agencies
7. Contribute to observation and assessment procedures
8. Update students' records
9. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean
10. Attend to students' personal needs

Individuals in this role may also undertake some or all of the following:

11. Have key worker responsibilities for particular students
12. Demonstrate duties to apprentices and/or mentor new staff
13. Undertake accompanied home visits

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Early Years Practitioner – Level 1 will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Early Years Practitioner – Level 1 will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### Training and Development

- Training and development will be given to ensure that the Early Years Practitioner – Level 1 is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Early Years Practitioner – Level 1 will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Early Years Practitioner – Level 1 is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Early Years Practitioner – Level 1 will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Early Years Practitioner – Level 1 will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 52

## Job Details

Post Title	Early Years Practitioner – Level 2
Responsible to	Line Manager

## Purpose of job

To work with children, as part of a professional team and to support the provision of Early Years education and care.

## Responsibilities

1. Devise and engage in the delivery of play care and learning activities. Takes responsibility for managing the provision of play, care and learning
2. Ensure standards are met at all times and assist in the development and regular review of policies and procedures to be followed.
3. Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development
4. Assist in the development and maintenance of appropriate planning, observation and assessment procedures
5. Assess needs of children including emotional, developmental and social. Produce individual development plans including for children with special educational needs
6. Ensure compliance with policies and procedures relating to child protection, health, safety, security and confidentiality.

Individuals in this role may also undertake some or all of the following:

7. Support preparation for Ofsted inspections and action any recommendations that may result from inspection
8. Undertake home visits
9. Responsible for recruitment of staff

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Early Years Practitioner – Level 2 will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Early Years Practitioner – Level 2 will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Early Years Practitioner – Level 2 is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Early Years Practitioner – Level 2 will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Early Years Practitioner – Level 2 is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Early Years Practitioner – Level 2 will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Early Years Practitioner – Level 2 will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.