JOB DESCRIPTION

Job title:	**Curriculum Support Officer (CSO)**
Line manager:	Relevant SLT Link
Scale:	CAN 21-25
Hours per week:	36 hours
Weeks per year:	Term time plus 2 prep days (190 days)
Core hours:	The hours of work generally will be 8.10 am to 4.00 pm (4.10pm on Thursdays) with 40 minutes for lunch/breaks. Holidays must be taken out of term time. However, CSOs are expected to support some evening events e.g. Open Evening and will be given overtime for these events.

General Information

The CSO will work within the allocated department (or cluster of departments) to support the smooth running of the Department and relieve teaching staff within the department(s) from tasks that do not require teaching qualifications.

Purpose of Job and description of duties

1. The primary responsibilities of the CSO are to:
    - supervise whole classes during the short-term absence of teachers within the department, and where additional cover is required, within the school generally (see below)
    - supervise groups of students in extra-curricular, detention, study or homework clubs as required
    - run intervention sessions for small groups where materials and advice is provided by teachers
    - provide general administrative and clerical support for the department or cross-curricular area allocated as required, and also provide research, display/preparation of materials, routine marking not requiring specialist knowledge and the contacting of eg parents regarding straightforward matters.
    - support teachers and students in classes taken by a qualified teacher as required by the department(s).
    - Undertake break, lunchtime, detention or examination supervision as required.
    - Ensure a tidy and well-presented working environment within the department area/building.

2. The CSO will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. The CSO will not therefore be subject to a 'system of supervision' when covering short-term absence of staff other than the general supervision applicable to all staff and will act under the professional direction of teachers.

Specific Duties relating to the supervision of classes or individual students:

1. Follow the teacher's instructions with regard to the conduct and content of the lesson.
2. Support pupils to stay on task, by providing a supportive but well-disciplined environment which complies with the school's expectations of behaviour and work; operate the school's behaviour and reward policy
3. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

4. Be aware of any special needs of pupils within the class and respond accordingly, encouraging each child to do their best
5. Provide objective and accurate feedback to the teacher on the conduct of the lesson and the response of the class, taking the register and other records as requested.
6. Make appropriate use of ICT and other resources in line with requests

General:

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Participate in training and other learning activities as required
3. Attend and participate in regular meetings
4. Respect confidentiality at all times
5. To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

You will be expected to work effectively with both teaching and support staff at all levels as well as with parents and pupils. You will thus need the following qualities: -

- Ability to handle sensitive issues relating to pupils, keeping confidentiality as required
- Ability to form good working relationships with pupils, parents and colleagues
- Good communication skills
- Good organisational and time management skills and the ability to work under pressure
- Adaptability and flexibility in working practices and the ability to know when to use his/her initiative
- A high degree of professionalism in their approach to work and tasks set
- An ability to present a good role model to pupils
- An interest or knowledge in Maths, English, PE, Music or Drama is desirable but not essential.

In addition, the CSO will be expected to:

- Be familiar with Office applications and be confident in their use. Be willing to learn new computer systems
- Have good administration skills
- Have the ability to work as part of a team
- Have some experience of working with young people

Training in school systems and practices will be provided.