**Job Description – Bower Grove School**

Job Role: Curriculum Catch up Lead

Name:

Line Manager: Deputy Headteacher

Salary: KR 6

Date:

Hours: 37 hours per week, Term time only

**Purpose of Job:**

To provide specialist curriculum intervention, mentoring and advocacy for pupils in all key stages who have a significant cognition and learning difference to their peers. To work with all staff to identify and support pupils at risk of underachievement and provide academic, emotional, social and behavioural support through liaison with the identified pupils, teaching, pastoral support staff, parents/carers and outside agencies. The post holder will be required to plan and lead groups of pupils and at times whole classes and will be provided support from a teacher. They will be expected to provide assessment and report on pupil progress. The Curriculum Catch up Lead will be subject to general supervision and will act under the professional guidance of teachers.

**Main responsibilities:**

* To fully understand the aims, objectives and ethos of Bower Grove.
* To plan and deliver curriculum intervention sessions to pupils.
* To supervise pupils whilst engaged in learning activities.
* To design and deliver engaging sessions.
* To set high expectations of conduct to ensure good behaviour is maintained.
* To work alongside other teachers to embed literacy and numeracy into the curriculum.
* To be part of ongoing assessment of pupils learning needs and to make adjustments as required minimising barriers to learning and achievement.
* To regularly mark and assess pupils work according to the scheme of work.
* To keep thorough, confidential and up to date pupil records for the purpose of effective and efficient assessment and reporting.
* To develop professional relationships with pupils, always keeping appropriate and transparent boundaries.
* To establish constructive relationships with school staff to support achievement and progress of pupils.
* To recognise your own strengths and areas of expertise and use these to advise and support others.
* Supervise pupils on visits, trips and out of school activities as required.
* To attend regular meetings & training as required.
* To liaise and communicate with SLT, teachers and other staff to plan for holistic pupil progress.
* To report to parents and carers as appropriately.
* To assist in exam invigilation.
* To accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level in pursuance of raising achievement and effective team working.
* To lead by example as a good role model at all times, adhering to safeguarding and health and safety policies.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_