

## HADLOW RURAL COMMUNITY SCHOOL

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Curriculum Support</b>
<b>Salary:</b>	<b>£14,614 – 15,961per annum (Pro Rata) Term Time only plus 5 days</b>
<b>Division:</b>	<b>Hadlow Rural Community School</b>
<b>Reporting To:</b>	<b>SENCO</b>
<b>Working Hours:</b>	<b>37 hours a week between 8.00 – 4.30</b>
<b>Job purpose:</b>	<b>To support a range of pupils with a diverse range of needs to access the curriculum, achieve and excel. To work together with class teachers, other support staff and independently to ensure that pupils acquire the skills they need to be included within the life of the school. To promote high expectations, high self-esteem and high levels of achievement and a culture of Inclusion, Equality and Diversity. To provide support and cover for lessons on an as needed basis.</b>

### Main duties and responsibilities

#### Curriculum Support:

1. To support classes, specific pupils and groups of pupils in a range of subject areas, enabling them to access the curriculum and make excellent progress.
2. To support curriculum areas where required in covering staff absence.
3. To take a pro-active approach towards supporting pupils, including liaising regularly with classroom teachers to ensure pupils are well supported.
4. Creating personalised, differentiated resources for individual pupils.
5. To work towards specified targets for all pupils on the SEN register including those with EHC plans.
6. To plan and deliver personalised and small group intervention programmes and resources to support within lessons, including keeping records of progress towards targets

7. To promote the self-esteem of all pupils and especially to actively promote positive views of disability.
8. To support the pastoral needs of pupils by delivering before school, break, lunch time and after school support where required.
9. To support the school duty rota and extra-curricular programme as required.
10. To use creative and varied approaches to engage, motivate and ensure that pupils work their hardest in class and small group work.

**Other Duties:**

1. To be conversant with and implement the School's Equal Opportunities Policy and assist in ensuring that the policy is implemented by staff and clients of the School .
2. To play an active role as a member of the staff team, liaising with appropriate School and College staff as necessary to ensure the effective use of both School and College resources to achieve their missions.
3. To contribute and promote safeguarding at all times, to ensure the safety and security of children.
4. To comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role.
5. To understand and comply with relevant health and safety regulations.
6. To participate in the Hadlow Rural Community School Appraisal programme, agree objectives with the line manager and ensure they are achieved.
7. To undertake such other duties as may reasonably be required of the post-holder.

**Equal Opportunities Statement:**

Hadlow Rural Community School has a strong commitment to working towards the achievement of equality of opportunity in both service delivery and employment. The School's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement the School's Equal Opportunities Policy.

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### PERSON SPECIFICATION

**Post title: Curriculum Support (Teaching Assistant)**

Personal Qualities	Essential
A reflective practitioner who is committed to improving their practice, knowledge and skills including responding to advice and feedback.	✓
Confidence and enthusiasm.	✓
Willingness to undertake further training and develop expertise in supporting particular types of SEN or disability including gaining a level 3 award or working towards HLTA status.	✓
Ability to work under own initiative	✓
Commitment to collaborative and co-operative working with others	✓
Suitable to work with children	✓
An understanding of safeguarding and its importance within a school environment.	✓