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**Support Staff Job Description**

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| **Support Staff Area** | Teaching and Learning |
| **Support Staff Team:** | Curriculum Support Team |
| **Post Title:** | **Curriculum Enrichment Coordinator** |
| **Purpose:** | To prepare resources, programmes, events/ trips and activities for a broad range of curriculum areas which support the development of the curriculum, to create a dynamic and enriching learning environment. |
| **Reporting to:** | HOLZ and LPD’s |
| **Key Success Indicators:** | * At least one enrichment activity per subject area in an academic year. This can be a combined activity with other subject areas. Examples of this may include trips, external visitors and competitions. * Subject reviews show effective use of support in the preparation of resources and student support in class. Lesson observations will show how effective other adults are during lessons. * Evidence in the form of a portfolio that demonstrates non qualitative evidence within individual roles. * Subject reviews show the impact that enrichment opportunities have upon the student’s attainment and enjoyment of a subject. * Staff and student surveys of events and activities indicate enjoyment and achievement.  Suggested improvements are acted upon |
| **Liaising with:** | HOLC  Teaching staff  LPDs  LPs  PMs |
| **Working time:** | Term Time at 37 hours per week. |
| **Salary/Grade:** |  |
| **Main (Core) Duties** | |
| **School Organisation** | * To work alongside all members of staff within the zones to ensure the highest standards are maintained in the physical learning environment is fostered and maintained. * To monitor student behaviour and ensure smooth transition between lessons * To carry out break and lunch time supervision & duties * To support the planning and delivery of community time activities * To deliver aspects of the school’s Extended Learning Programme * Following school policies and procedures especially those relating  to child protection and health and safety * Exam Invigilation * To Cover lessons, as required |
| **Supporting teacher planning and in the classroom** | * Assist staff planning and delivering during community time * Integrate new technologies to enrich the different subject areas * Assist teachers in preparing lessons and resources * Enriching the curriculum of identified group of students to ensure they make expected progress. |
| **Enriching the curriculum** | * Providing events / trips and enrichment opportunities for a broad range of curriculum areas * Organising trips and outside agencies to enhance the existing curriculum offer Devising an effective system to monitor the impact of the enrichment opportunities * To make sure these opportunities cater for all abilities from SEN / G and T and EAL * Create business links to enhance the curriculum opportunities * Assist the curriculum development team during cross curricular and key stage enrichment/ events and activities * Investigate opportunities to develop competitions and other enrichment opportunities. |
| **Zone Management** | * Responsible for day to day zone logistics including student circulation, supporting lesson starts and ends, and ensuring the zone areas are tidy with resources stored safely at the end of each day. * Collecting resources from subject staff and keeping displays up to date and appropriate * Assist teaching staff in supervising the laptop lockers and booking out systems, reporting faults to the relevant person as required. * Manage the ordering of resources and budgets of the zone stationary equipment. * To make sure that the digital display is kept up to date with notices. |
| **Other responsibilities** | * Assist the curriculum development team in achieving individual and team indicators * Assist the curriculum development team attending work experience visits * Responsibility for organising, monitoring and the day to day running of the Extended learning programme * To support the specialist subjects allocated in the organisations of trips and visits to enrich the learning of the students |
| **Legislation Compliant** | * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students. |
| Every Curriculum enrichment leader is, as part of their role, expected to take overall responsibility for a number of additional tasks from the list below: | |
| **Specific Focus Areas** | * To support plan and develop trips and visits for specific specialist areas (Subjects to be allocated) including Duke of Edinburgh trips. * To enrich the curriculum for High ability students across all subjects through trips, visits, creating business links and aspirational visits. Monitor the impact of these enrichment activities and show impact. * Ensure the effective delivery of CEIAG to students across all ages of the school. * Coordination of careers interviews with external advisors. * Supporting the distribution of UCAS Progress login details and its introduction to Y10/11 and maintaining tracking data for Y11 progression post 16. * Coordinate Work Experience at KS4 * To liaise with external businesses and create links which enrich student experience across the curriculum. * Coordination of Extended Learning for Year 7 and 8 |
| **Other Specific Duties** | |
| * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers * This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

Date: