



CURRICULUM ASSISTANT (Science & DT Departments)

Salary: Trust Salary Scale 6-14

**£20,043 to £23,484 FTE to be paid pro rata at £16,528.63 to £19,366.28 per annum
37 hours per week Term Time only plus staff development days**

We require a Curriculum Assistant to join the Science and DT Teams of this popular and oversubscribed school. The role is varied and interesting and the successful applicant will be expected to provide a first class service to support their Heads of Departments, staff and students.

The post involves the following:

- Cover supervision in cases of teacher absence
- General administrative support for departments
- Monitoring budget expenditure within the departments you support
- Exam administration where necessary
- Improving and maintaining classroom learning environments/displays
- Assistance with the production of learning materials for lessons

Candidates should possess excellent personal, organisational and communication skills and the ability to use basic computer programmes such as Microsoft Word/Excel.

What we offer:

- Ongoing support through team meetings and professional development days
- High expectations for all members of the school community
- Supportive staff within the school and amongst the Trust
- Benenden Healthcare membership

Closing date for applications: 9am on Friday 8th July 2022

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found

Letters of application, together with completed application form (available on the school website) giving full details of qualifications and experience to date should be sent to:

Mr P Jackson, Headteacher, Thomas Aveling School,
Arethusa Road, Rochester, Kent, ME1 2UW
or emailed to jshelbourne@thomasaveling.co.uk

The Thomas Aveling School is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

97% of staff in a recent Staff Survey said that they are made to feel welcome at Thomas Aveling and that behaviour in the school is good

A **Beyond** ACADEMY
SCHOOLS TRUST

The Thomas Aveling School, Arethusa Road, Rochester, Kent, ME1 2UW
+44(0)1634 844809 | office@thomasaveling.co.uk | Headteacher: Mr Paul Jackson



CURRICULUM ASSISTANT (SCIENCE & DT) - JOB DESCRIPTION

Designation:	Curriculum Assistant
Departments:	Science and DT
Responsible to:	Head of Faculty
Salary Grade/Range:	Trust Salary Scale 6-14
Contractual hours:	37 hours per week (term time only plus staff development days)
Working Times:	Mon-Thurs (8:00am – 4:00pm; Fri 8:00am – 3:30pm)

PURPOSE

The position will primarily be to provide teaching cover supervision directed from within the faculty to maintain continuity and provide higher levels of cover supervision to the benefit of students. You will also be expected to provide administrative and clerical support within the faculty. Additionally to provide a level of agreed whole-school cover supervision as required.

ACCOUNTABILITY

To provide a first class service to support the Subject Leaders, staff and students to include:

- Provide school-wide cover for short-term teacher absence (within own faculty where possible).
- Provide administration within the Faculty/Departments – to include such activities as record keeping, phone calls, planning of visits, data entry and retrieval, producing lists, ordering supplies and equipment with due reference to the school's financial procedures, producing standard letters.
- Monitor budget expenditure within the departments and report to SLs on available spend and variances. SLs to authorise all expenditure.
- Administration and invigilation in examinations where necessary.
- Improve and maintain classroom learning environments including classroom displays, department corridor display boards and those for open evening events. Liaise with and engage support from the display technician within the departments where necessary.
- Assist with the production of learning materials for lessons, eg: organise cover work for classes and photocopying.
- Provide support for self-review and quality assurance activities.
- Provide support for student behaviour management systems including organising subject detentions.
- Provide support for students within lessons and withdrawal of students where appropriate.
- Provide support for student management during registration and assemblies where necessary.
- Provide support for classes/team teaching.
- Lead small group work to raise standards as planned, when required.
- Provide general whole school administration.
- Undertake any reasonable task requested by the SL or as directed by members of the SLT and commensurate with the role's duties as may become necessary from time to time.

CURRICULUM ASSISTANT (SCIENCE & DT) - JOB DESCRIPTION



PERSON SPECIFICATION

- Good standard of education.
- IT literate – Good Keyboard skills.
- Good team player able to work successfully and to a high standard with young people and adults contributing positively to the work of the faculty.
- Calm, professional and courteous manner, flexible and reliable able to work on own initiative and under occasional periods of pressure.
- Good communicator and interpersonal skills.
- Able to deliver cover lessons which have been planned by the teacher.

ORGANISATION

- The post-holder will report to the Head of Faculty.
- The post-holder will have daily contact with staff and students throughout the school and may have occasional contact with parents, and will also have contact on occasions with other outside agencies.

WORKING ENVIRONMENT

The post is based within the school buildings.

The above constitutes a "job description" only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post-holder.

Signed:Date:.....

Postholder

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Line Manager

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Finance & Business Manager Headteacher