

Job Description

Job Title	Curriculum Support Centre (CSC) Assistant
Grade	Band 2 - top
Reports to	CSC Manager & DHT
Job Purpose	To assist with the daily running and duties of the CSC
Duties	<ul style="list-style-type: none"> • Assist the CSC Manager and Deputy Headteacher in the smooth running of the isolation and CSC room. • Maintain high standards and expectations of all students within CSC and isolation, in-line with school policies and procedures. • To ensure a high profile approach with CSC and isolation to set high standards to the students. • To provide individualised strategies and interventions to support student needs as directed. • Organise appropriate class work for students in-line with their timetable. • To provide in class support for identified students and staff as directed. • Establish excellent and professional working relationships with students, staff and external agencies. • To attend pastoral and behaviour support meetings with college teams as required. • Ensure all data records for CSC and isolation are maintained on a daily basis. • Analysis of all data on a weekly and half termly basis, based on the data reports required by the school and more frequently if needed. • Provide appropriate written and data reports to support the school as requested. • Provide support and guidance for students on alternative provision. Establish and maintain all relevant documentation and data • Provide support for students on altered timetables and curriculums • Liaise and communicate with the Head of Faculty/CSM (Curriculum Support Manager)/Pastoral teams to coordinate student schedules and curriculum at set times • To be a second response for everyday CSC student problems • To support punctuality across the school, lead on the late gate procedures and ensure all data records for lates are maintained on a daily basis • Support Achievement Officers on a daily basis to deal with behaviour based college issues, including phone calls home for isolations.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting

	<p>the welfare of children and young people and expects all staff and volunteers to share in this commitment</p> <ul style="list-style-type: none"> • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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**PERSON SPECIFICATION
CSC ASSISTANT**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in an educational environment Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Good grasp of numeracy and able to undertake basic calculations
	Technology	Ability to use word processing for a range of applications
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults Fluency in English
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills

	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions