

## **JOB DESCRIPTION**

**Job Title: Curriculum Support Assistant**

**Responsible to: SENCO**

**Location: The Marsh Academy**

**Job Purpose: To support students with learning difficulties**

### **Duties & Responsibilities:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

1. Familiarise yourself with the students' IEP targets and audit levels
2. Work with the SENCO and class teachers to meet targeted needs of students
3. Monitor strengths, weaknesses and progress according to instructions
4. Encourage students to develop their weaknesses using a variety of strategies
5. Familiarise yourself with lesson content prior to lessons when possible
6. Encourage students to participate in lessons to boost self-esteem
7. Scribe for students when necessary and help with their diaries – for example homework entries, etc
8. Cover for absent Curriculum Support Assistants if the need arises
9. Carry out administrative tasks when necessary

### **Withdrawal from lessons – prior approval from SENCO necessary for this**

1. Create a calm and non-pressured environment if necessary
2. Explain the work using a variety of strategies
3. Monitor and review targets
4. Monitor students' homework and assist student if necessary. Discuss strengths and weaknesses – use praise
5. Monitor students' social needs – integration, co-operation, friendship, help from home, change in attitudes. Be sensitive to students' emotional needs

To undertake any other reasonable duties as directed from time to time by the Principal