



Job Description

Education Support Officer

Status:	Permanent (37 hours), Term Time + 1 week;
Line Manager:	Deputy Headteacher
Responsible For:	N/A
Salary Band:	Band 4

PURPOSE OF JOB

- Responsible for preparing the annual **timetable** in readiness for the new academic year and implementing any changes as and when they are required throughout the year.
- To co-ordinate the diary of **educational visits** ensuring that visits that include residential, foreign travel or dangerous activities are logged and approved by the Governing Body and LA, providing guidance to staff in relation to arranging educational visits.
- To administer teaching staff **cover** processes.

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

Timetable

- In September work with the Sixth Form Admissions team to allocate students to teaching groups, and update as required.
- In liaison with the Examinations and Assessment Manager set-up and update Course Manager in the Autumn.
- Work with the Deputy Head and Years 9 and 11 Leaders to manage the Options process. In particular establish options blocks and identify the students whose options cannot work within the timetable structure.
- Work with the Deputy Head to analyse staffing accommodations needs for long term planning.
- Arrange Year 9 and 10 science classes.
- Above all, work creatively to ensure the timetable delivers the best curriculum structures for students and teaching staff.

Educational Visits

- Provide general administrative guidance to staff organising educational visits.
- Ensure that new staff are familiar with school procedures and documentation.
- Maintain a log of all planned educational visits, ensuring that the correct documentation has been completed and submitted.
- Ensure that supplies of forms and guidance notes are available both on the network and in hard copy and reflect current legal requirements.
- Log all educational visits that include residential, foreign travel and dangerous activities with the Governing Body and LA. Ensure that such visits are approved in advance.
- Liaise with the LA regarding visits logged with them, providing additional information if required.
- Work with the Deputy Headteacher and keep up-to-date with current guidance to ensure that educational visits comply with health & safety requirements.



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Staff Cover

- Administer teaching staff cover processes to ensure that all timetabled classes are appropriately covered by a member of staff in accordance with the agreed rota.
- Publish cover duties at the agreed time in the agreed locations.
- Amend cover requirements during the day when required, notifying staff affected promptly.
- Liaise with supply teachers and cover supervisors, individually or via contacts, to arrange additional staffing if required.
- Plan ahead in conjunction with the school calendar to optimise the use of staff and reduce the need to employ additional teachers.

General Duties

- Assist with the development of school administrative systems.
- Actively participate in the annual performance management process.
- Participate in line management meetings and staff meetings.
- Participate in staff training and development sessions.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School policies.