



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Curriculum Resource Support Assistant (Simonside Primary School)

GRADE: Band 4

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

Under the instruction/guidance of senior staff, to provide general support in a specific curricula/ resource area, including preparation and maintenance of resources and support to staff and pupils. Work may be carried out in the classroom or outside the main teaching area. To assist the Teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of Teachers. The primary focus will be to maintain good order and to keep pupils on task.

Key Tasks of the Post:

1. You will provide support to pupils. You will:

- Support pupils in accessing learning activities under the guidance of the Teacher.
- Provide feedback to pupils in relation to progress and achievement.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the Teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.

2. You will provide support for the Teacher. You will:

- Create and maintain a purposeful, orderly and productive working environment.
- Carry out timely and accurate preparation of resources/materials as required by staff/ curriculum/lesson plans, etc.
- Maintain records as requested.
- Ensure the health and safety and good behaviour of pupils at all times.
- Provide clerical/admin support.

3. You will provide support for the curriculum. You will:

- Monitor and manage stock and supplies, cataloguing as required.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Undertake structured and agreed learning activities/teaching programmes.
- Monitor, organise and plan the use of daily playground resources.
- Source/order/make/adapt resources for immersive curriculum displays.

4. You will provide support for the school. You will:

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: RS/KDS

Date: 09/01/2019