

JOB DESCRIPTION

Post Title: CURRICULUM/RESOURCE ASSISTANT	Director/Service/Sector :		Office Use
Band: 3	Workplace: Coquet Community School		JE ref: S121
Responsible to: Director of Create	Date:	Manager Level:	HRMS ref:
Job Purpose: To work under the direction and instruction of senior staff; provide general support in specific curricula/resource area to all staff and pupils including the preparation and routine maintenance of resources and equipment.			
Resources	Staff	None	
	Finance	Purchase of consumable materials	
	Physical	Classrooms/Resource area(s)	
	Clients	Internal (teachers, other staff and pupils) External (Contractors)	
Duties and key result areas: Support for Pupils 1. Provide support for pupils in accessing learning activities as directed by the class teacher. 2. Provide feedback to pupils in relation to progress and achievement Support for the Teacher 1. Create and maintain a clean, orderly and productive working environment. 2. Timely and accurate preparation of specialist resources as set out in instructions. 3. Timely preparation and basic maintenance of specialist equipment as set out in instructions. 4. Maintain records as requested. 5. Assist the teacher with learning activities ensuring health and safety and the good behaviour of pupils. 6. Support the teacher in the preparation and maintenance of wall displays 7. Provide basic clerical and administrative support for all teaching staff, including: · Photocopying · Printing · Basic word processing · Data entry 8. Administer routine tests, undertake routine marking and invigilate examinations			

Support for the Curriculum

1. Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required
2. Maintenance of specialist equipment, checking for safety and undertaking repairs within own capabilities
3. Demonstrate and assist others in the safe and effective use of specialist resources/equipment.
4. Undertake structured and agreed learning activities under the supervision of the class teacher

Support for the School

1. Comply with all school policies relating to:
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and the school senior leadership team.
5. Attend and participate in regular meetings
6. Assist with the supervision of pupils outside of normal lesson times e.g. after school clubs
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

Northumberland County Council
PERSON SPECIFICATION

Post Title: CURRICULUM/RESOURCE ASSISTANT (LEVEL 2)		Director/Service/Sector: Coquet High School		Ref: S121	
Essential		Desirable			Assess by
Knowledge and Qualifications					
NVQ 2 or equivalent Qualification or experience in relevant discipline Good numeracy and literacy skills		HSAW First Aid Certificate or equivalent;			(a), (i) (t)
Experience					
Experience of providing technical support Experience of working with children		Specific experience of providing support in a school			(a)
Skills and competencies					
Knowledge of particular subject/specialist area; Knowledge of relevant codes of practice and awareness of relevant legislation Ability to use: Photocopier, Video recorder , CD, Computer/Windows software Appreciate the support role of other professionals. Ability to relate well to children and adults; Relevant first aid knowledge					(a), (i)
Physical, mental and emotional demands					
Other					
Willingness to participate in training and personal development					(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits