

Job Description

Teachers and Support Staff

Role:	Learning Resources Assistant
School:	Beckfoot Upper Heaton
Salary/Grade:	Band 5 SCP4-SCP6
Reporting to:	Assistant Headteacher

Core Purpose of the Post:

To provide specific reading interventions and general support in a curriculum/resource areas, including preparation, and maintenance of resources and support to staff and pupils.

This is a school based role that will involve contact with children.

Main Duties and responsibilities:

Support for Students

- Support pupils in accessing learning activities under the guidance of the teacher, specifically reading interventions.
- Deliver pre-planned reading interventions to small groups and/or individuals, maintaining records and following up on any actions required.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher/person in charge.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher/person in charge.
- Provide feedback to pupils in relation to progress and achievement.
- Maintain manual and computerised record/management/information systems.
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Ensure the health and safety and good behaviour of pupils at all times.
- Assisting with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Undertake structured and agreed learning activities/teaching programmes.
- Oversee the creation and 'top-up' system of equipment packs via tutor time.

Support for the Teacher

- Provide clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, sort and distribute mail. Administer routine tests.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Provide detailed and regular feedback to teachers on students' achievements, problems etc.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Maintain manual and computerised records as requested.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- Ensure the health and safety of students at all times.
- Establish constructive relationships with parents/carers.
- Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff / curriculum / lesson plans etc.

- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
 - Assist with the planning of learning activities.
 - Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Support for the Curriculum**
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
 - Support the system of knowledge organiser production, review and maintenance.
 - Undertake programmes linked to local and national learning strategies, recording progress and feeding back to the teacher.
 - Support the use of ICT in learning activities and develop students' competence and independence in its use.
 - Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity (including checking for quality/safety and reporting any damages) and assist students in their use.
 - Willingness to train as a first aider and provide first aid as part of the First Aid Rota System.

Supervision and range of decision making:

- Will work under supervision and on occasion under own initiative, working to the priorities set by line manager.
- Contribute to the overall ethos/work/aims of the school.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.
- Undertake duties within designated areas at break time and lunchtime to support the running of the school library and positive conduct of students.

Communications and working with others:

- Promote the Trusts values, core purpose, and key principles.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Appreciate and support the role of other professionals.
- Will have contact with members of the public/other professionals e.g. teaching staff, directors, parents/carers, community groups, local education authority, external providers etc.

Resources:

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.
- Operate office equipment e.g. photocopier, computer.
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing, and distributing as required.

Professional development:

- Commitment to own personal and professional development, being prepared to undertake training relevant to the post.
- Will participate in own performance development, identify, and address any training needs/other learning activities.
- Engage and commit to the appraisal process as a key part of their professional development.
- Opportunity for Trust collaboration and Continued Professional development.

Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-Ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carer files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Accompany teaching staff / person in charge and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher / person in charge.

Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Intermediate Fluency Duty required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.
Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.
The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Date:	21/04/21
--------------	----------

Person Specification
Teachers and Support Staff

Role:	Learning Resources Assistant	
	Essential Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 · NVQ2 (or equivalent) in a relevant discipline 	Application
Experience	<ul style="list-style-type: none"> Some experience of working with children in an educational setting would be an advantage. Working as part of a team. 	Application References Interview
Training	<ul style="list-style-type: none"> Commitment to own personal and professional development. 	Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Promote the building of self-esteem and encourage independent learning · Have a secure knowledge of the relevant subject(s) and curriculum areas · Encourage high standards of literacy and numeracy · Understand varying needs of pupils and how to overcome barriers to learning · Support and enforce classroom routines to ensure an effective and safe learning environment · Contribute to the safety, mobility, hygiene and well-being of pupils · Treat everyone with dignity and build relationships rooted in mutual respect · Support the inclusion of all pupils, including those with SEN, of different ethnic backgrounds, faiths and sexual orientation · Support the policies and practices of the school 	Application Interview
Personal Circumstances	<ul style="list-style-type: none"> Must be legally entitled to work in the UK. (Asylum & Immigration Act 1996). Must have the ability to be flexible and work to the requirements of a busy school. A passion for education and for making a difference to young people's lives. Energy, enthusiasm, resilience, flexibility · Excellent communication and organisation skills A sense of humour 	Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> A passion for education and a deeply felt desire to make a difference for young people. Be emotionally intelligent. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. 	Application Interview References
Physical	<ul style="list-style-type: none"> Excellent attendance and punctuality. Healthy, Resilient, Energetic 	References Interview

	<ul style="list-style-type: none"> • Able to use a range of office equipment 	
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview