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| Post Title: | **Resource Assistant – Craft and Engineering** |
| Reporting to: | **Curriculum Leader** |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Job Purpose | To work under the instruction/guidance of senior staff/teaching staff, to support the  preparation of materials for classroom projects and work within the classroom environment, supporting the delivery of the curriculum. |
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| **Support for pupils**  ● Promote the inclusion and acceptance of all pupils.  ● Be able to assist pupils with practical work in the classroom, as directed by the teacher.  ● To guide and support the children to use machinery and tools to produce project work, ensuring their safe use at all times.  **Support for the Teacher**  ● Maintain a purposeful, orderly and supportive environment, assist with the preparation of materials and the organisation of projects.  ● Proactively assist with the development and planning of learning activities and  resources.  ● Proactively assist with the delivery and preparation of learning activities.  ● Assist in the ordering of resources/equipment and the maintenance of inventory.  Identify repairs for the curriculum area.  ● Liaise effectively with the Health and Safety Officer.  ● To collect curriculum pupil payments and maintain relevant records.  **Support for the Curriculum**  ● Monitor and arrange stock and secure storage of supplies including purchase and distribution of resources for practical work.  ● Maintenance of equipment, check for safety and undertake repairs and/or arrange for repairs when necessary. Liaising with Health and Safety Officer and referring to risk assessments at all times.  ● Support the use of ICT in learning activities and develop pupils’ competence and  independence in its use.  ● Prepare, maintain and use equipment/resources required to meet the lesson  plans/relevant learning activity and assist pupils in their use, including assisting with cleaning up after lessons.  ● Carry out any other duties commensurate with the grading of the post as required by the Headteacher.  **Support for the school**  ● Be aware of and comply with policies and procedures relating to child protection,  health, safety and security, reporting all concerns to an appropriate person  ● Contribute to the overall ethos/work/aims of the school  ● Appreciate and support the role of other professionals  ● To communicate effectively with colleagues and pupils and promote a positive team working environment  ● Attend relevant meetings and other after school activities as required  ● Participate in training and other learning activities and performance development as required  ● To support the Departments in school activities ie Open night, presentation evening and Options Day  ● To be a First Aider.  **Experience:-**  ● NVQ 2 or equivalent qualification or some experience in relevant discipline  **Knowledge/Skills:-**  ● Ability to maintain machinery in the workshop  ● Experience in the areas of Health and Safety  ● Use of relevant equipment/resources and tools  ● Ability to prioritise, adapting and changing in a busy working environment, using  own initiative within a successful team  ● Skills in organising working spaces to create a safe and productive working  environment  ● The ability to understand the Craft and Engineering curriculum area  ● Knowledge of relevant policies/codes of practice and awareness of relevant  legislation  ● Ability to identify own training and development needs and co-operate with means to address these  ● Ability to relate well to children and adults | |
| *Note - “Whole School Site includes School, Study Centre and Sports Complex”* | |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming  environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

**March 2023**