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| Post Title: | Resource Assistant – Band C (38 week) |
| Reporting to: | Curriculum Leader / Headteacher |
| 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. |
| Overall Responsibility: | To work under the instruction/guidance of teaching/senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. |
| **Support for the Teacher :** | |
| * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work. * Ensure the maintenance of a clean and orderly working environment. * Using strategies, in liaison with the teacher, to support pupils to achieve learning goals. * Assist with the preparation of pupil information to inform and enhance learning outcomes Eg, printing progress data from SISRA * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. * Maintain records as requested. * Create and maintain relevant databases of pupil assessments and other pupil data, as directed * Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils. * Provide clerical/admin support including photocopying, typing, filing, display, collection and recording of money, administer coursework and the organisation of trips/visits. * Assist in the ordering of resources/equipment and the maintenance of inventory for the curriculum area. * With support, upload teaching resources onto the G-Suite. * At the start of the academic year, assist Teaching Staff with the collation of pupil information for teaching Files. | |
| **Support for the Curriculum:** | |
| * Monitor and arrange stock and secure storage of supplies. * Maintenance of equipment, check for safety and undertake simple repairs and/or arrange for repairs when necessary. * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. * Coordinate effective systems for the booking out and checking in of resources * Support with the Schools Library Service in promoting expectation of usage and support the involvement of prefects * To take and produce minutes at the Whole School Curriculum Meeting, once per half term. * To carry out any other duties commensurate with the post as required by the Curriculum Area Leader. | |
| **Support for the School**: | |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, finance and administration and confidentiality, reporting all concerns to an appropriate person. * Be aware of the 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 relevant meetings as required * Participate in training and other learning activities and performance development as required. * Assist with the supervision of pupils out of lesson times, e.g. clubs, extra-curricular activities. * Carry out any other duties commensurate with the grading of the past as required by the Headteacher. | |
| 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.  Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees. | |

**April 2021**