



Job Title: Curriculum Resource Assistant

Hours: 37 hours per week

WPY: Term time plus 3 PD days

Salary: Grade 4, SCP 5 (£12.18 per hour)

Contract Type: Permanent

Workplace: Church Stretton School

Start Date: As soon as possible

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Church Stretton is a very successful, oversubscribed, vibrant and happy 11-16 secondary school, where relationships are strong, serving the market town of Church Stretton and the immediate area. Being a smaller rural school, we get to know our students and their families well. We are part of TrustEd Schools, working closely together with significant benefits for our students and staff.

Main outline of the job

Under the direction/instruction of senior staff, the postholder will provide general support to staff and pupils within curriculum areas, including the preparation and routine maintenance of resources/equipment.

Main Duties and Responsibilities upon appointment

- Support pupils in accessing learning activities as directed by the teacher.
- Support practical elements of curriculum areas ensuring a safe working environment.
- Provide support to senior staff with data management.
- Monitor and arrange orderly and secure storage of supplies
- Preparation of materials and equipment for lessons.

Further duties and responsibilities can be found in the job description.

Application process

- Full details of the role and application process are available from the school www.churchstretton.shropshire.sch.uk. If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **Thursday 22nd February 2024 at 9am.**
- Interviews will be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to admin@csschool.co.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.
- Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.
- An online search will be undertaken as part of due diligence checks during the shortlisting process.