



## Job Description

### Details of Post

- **Title:** Curriculum Resource Assistant
- **School/ Federation/ Academy/Trust:** TrustEd Schools
- **Reporting to:** Head of Department
- **Main Workplace:** Church Stretton School
- **Grade and SCP:** Grade 4 (SCP 5)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements*

### Purpose of Post

Under the direction/instruction of senior staff: provide general support to staff and pupils, including the preparation and routine maintenance of resources/equipment.

### Principal Duties and Responsibilities

#### 1. Support for pupils

- Support pupils in accessing learning activities as directed by the teacher.

#### 2. Support for the teacher

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Provide clerical/admin. support e.g. photocopying, printing and display etc.
- General maintenance of rooms and equipment.

#### 3. Support for the curriculum

- Support practical elements of curriculum areas ensuring a safe working environment.
- Monitor and arrange orderly and secure storage of supplies.
- Maintenance of everyday equipment, check for quality/safety.
- Undertake simple repairs and report other damages.
- Operation of everyday equipment in accordance with instructions.
- Assist with ordering and checking deliveries.

- Preparation of materials and equipment for lessons.

#### **4. Support for the school**

- Monitor and arrange orderly and secure storage of supplies.
- Maintenance of everyday equipment, check for quality/safety.
- Undertake simple repairs and report other damages.
- Operation of everyday equipment in accordance with instructions.
- Assist with pupil first aid duties, liaising with parents/staff etc.
- Provide support to senior staff with data management.

#### **5. Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

#### **6. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

#### **7. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

#### **8. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

#### **9. Review**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.