



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

CURRICULUM SUPPORT ASSISTANT

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

- To work under the direct instruction of teaching/senior staff, to support teaching staff and teaching assistants with the preparation of resources.

Key accountabilities:

- Support the aims and ethos of the school.
- Set up the resources for the teacher and provide support in setting up resources and other general duties.
- Timely and accurate preparation of routine.
- Support pupils in accessing learning activities as directed by the teacher.
- Ensure the maintenance of a clean and orderly working environment.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Monitor and arrange orderly and secure storage of supplies.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Appreciate and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be aware of 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.
- Maintenance of everyday equipment, check for quality/safety.
- Undertake simple repairs and report other damages.
- Operation of everyday equipment in accordance with instructions.

- Provides clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
- Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use.
- To promote and safeguard the welfare of children and young persons in accordance with Safeguarding Children in Education under the provisions of the Education Act 2002 Section 175.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance.
- Role model high levels of literacy and numeracy including modelling appropriate language.
- Aspire to develop own professional skills and qualifications.
- Use all forms of social media appropriately.
- Take responsibility for the reputational management of all sites across the Trust.
- Contribute to systems of evaluation and performance of the organisation positively.

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

None required.

Experience, Knowledge and Skills

Essential

- Motivation to work with children and young people and/or vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.
- The postholder will have basic knowledge of Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided.
- Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people.
- Good Standard of Literacy.

Desirable

- GCSE or equivalent in Maths and English at Grade C or above.
- Previous experience of working in a school environment.
- Previous experience of updating displays and setting up resources.

Values and Personal Competencies

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.