



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION



<b>Job Title:</b>	Resource Assistant – English Department
<b>Location:</b>	Across the Trust (based at Ivybridge Community College currently)
<b>Grade/salary:</b>	Devon Legacy Pay Scales, (Grade C, SCP 5-7) Under 5 years' Service: £11,273 - £11,504 Over 5 years' Service: £11,635 - £11,872
<b>Hours:</b>	19.5 hours per week, 38 weeks a year
<b>Reports to:</b>	Head of Department
<b>Responsible for:</b>	Not Applicable
<b>Key relationships:</b>	Head of Department, Resource Assistants, Examinations Team, SEND, Reprographics and Learning Resource Centre

### Job Purpose

The Resource Assistant supports the effective operation of the trust and works to uphold and promote its vision and values.

The role will facilitate the provision of resources such as equipment and materials to support with student learning. Within departments, the postholder will provide a high standard administration and technical support to teaching and learning.

While the role of the Resource Assistant may be assigned a particular department to support, they will be expected to support College-wide operations across other departments as required.

### Duties and Responsibilities

1. General administrative duties including maintaining filing systems, accurate stock records, inventories, managing resources, and supporting effective marketing and communications for the Department.
2. Managing Department resources, textbooks, revision materials and preparing worksheets and assessment materials for lessons.
3. Supporting student tracking systems, inputting assessment data, and liaising with Examinations and SEND Teams for access arrangements.
4. Coordinating enrichment activities challenges, revision sessions, intervention programmes and practical activities.
5. Supporting teachers with online platforms, and lesson preparation requirements.

6. Identifying practical improvements to advance efficiency of student learning and use of materials.
7. Support teaching staff with movement of students around the College when required.
8. Maintain and update displays, working with individual departments and Reprographics to highlight key themes
9. Raising orders, checking deliveries and passing invoices for payment as appropriate within the financial procedures of the College and as required within the department.

#### **Applicable to all roles**

1. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
3. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
<b>QUALIFICATIONS:</b>			
English and Maths GCSE (or equivalent) Grade 4-9, or relevant experience	E	X	
First Aid qualification or willingness to undertake such training	D	X	
<b>EXPERIENCE:</b>			
Experience of working in a busy, fast paced environment	E	X	X
Experience of working in a school or similar establishment	D	X	X
Experience of working with children of all ages and ideally those of secondary age	E	X	X
Experience of stock management and resource coordination	D	X	X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			

Competent IT skills including Microsoft Office suite (Word, Excel, PowerPoint)	E	X	X
Ability to work both under instruction and on own initiative	E	X	X
A proactive and professional approach	E	X	X
Good interpersonal and teamwork skills	E	X	X
Strong communication skills	E	X	X
Good organisational skills including the ability to prioritise	E	X	X
Ability to undertake routine tasks with care and accuracy	E	X	X
Understanding of keeping Children Safe in Education and the wider safeguarding agenda	D		X
Working knowledge of relevant College policies/codes of practice/legislation	D		X
Understanding of educational assessment and examination processes	D		X
Knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources	D		X
Experience with data input and student tracking systems	D		X
To respect and uphold confidentiality at all levels	E	X	X
To be able to work efficiently under pressure	E	X	X
To be flexible and pro-active towards changes in day-to-day working arrangements	E	X	X
Ability to adapt to different departmental procedures and requirements	E	X	X
<b>FURTHER REQUIREMENTS:</b>			
Commitment to safeguard and promote the welfare of children and young people	E	X	X
Commitment to practices relating to Health and Safety	E	X	X
Ability to self-evaluate professional development needs and actively seek learning opportunities.	D	X	X