

Job Description – Trainee Curriculum Resources Assistant

Report to:	Teaching & Learning Leader for Subject / Manager
Responsible to:	The Headteacher and Governing Body
Responsible for:	The role supports teachers with daily administration, student supervision, welfare and occasional classroom assistance.

Purpose of the Post

The post holder will support the relevant Teaching and Learning Leader and class teachers in the provision of day to day administrative functions and occasionally assist the class teacher in an emergency with the education, supervision and welfare of all children in the class. Also to assist with the supervision of students in various school clubs and detentions.

Duties and Responsibilities

Main duties and responsibilities

- Assists teachers with supervising student learning in the classroom as required
- To supervise classes when teachers are absent with cover work provided as required in an emergency
- Preparing resources and materials for teachers for use in classrooms and assist in practical demonstrations ensuring compliance with Health & Safety
- Ensure Health & Safety and good behaviour of pupils at all times
- Maintain the displays in classrooms, relevant noticeboards and equipment to approved standards
- Preparation and lay out of equipment, maintenance and storage of equipment both for demonstration and practical work in the courses taken in the school
- To assist in the running of detentions
- Help with lunch time/after school clubs
- Assist staff to set up equipment such as calculators, laptops, etc
- Assist teachers with organising practical activities
- Assist in inputting assessment results in the Excel databases

- Ensuring all filing systems are maintained and are up to date and checking that worksheets and review sheets for the lower and upper school are filed correctly
- Organising general department photocopying, filing, typing, distributing minutes of meetings, etc
- Collect relevant information from teachers as necessary
- Liaise with parents/guardians
- Assist in collecting money for calculators, books, non-uniform, etc. and pass to finance department
- Assist in maintaining and check stock of books and equipment keeping accurate records

Managing Resources

- Order reprographics of worksheets, assessments, past exam papers and maintaining reasonable levels of supply
- Checking all equipment, using checklist available in each room to facilitate this
- Cover, stamp and number new text books, repair old textbooks, etc
- To assist in organising revision folders
- To assist in ordering new stock and return unwanted orders in liaison with Teaching & Learning Leader

Managing People

- Liaise with teachers to ensure the smooth running of the department where allocated
- Liaise with Pastoral Managers and other relevant staff
- Assisting at Form Time as a Personal Tutor at KS3, KS4 or KS5 in the supervision, pastoral care and welfare of students. Assist in the supervision, pastoral care and welfare of students during form time when required
- To invigilate examinations during peak exam periods
- Assist in first aid duties

General duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Please note: *All criteria below are essential.*

Criteria	Qualities
Qualifications, Experience	1. GCSE C or above, in English and Maths, or equivalent 2. Knowledge of Microsoft software packages 3. First aid training (or willingness to complete it)
Skills/Abilities/Knowledge	4. Organising and prioritising work* 5. Good oral and written communication* 6. Confident and self-motivated* 7. Good interpersonal and negotiation skills* 8. Attention to detail* 9. Maintain a positive and flexible attitude* 10. First Aid – willingness to be trained as an emergency First Aider* 11. Knowledge and understanding of subject area* 12. Health & Safety awareness* 13. Ability to work effectively both independently and as a member of a team* 14. To be able to relate to and gain the respect of students in the 11-18 age group*
Commitment	15. To support the Governing Body in its whole-hearted adoption of the School's aims and policies* 16. To provide a welcoming and friendly reception for anyone making contact with the school*

*Essential Criteria