

CURRICULUM/RESOURCE SUPPORT – LEVEL 1**JOB PURPOSE**

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

JOB DESCRIPTION**Support for Pupils**

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

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, display, collection and recording of money etc.

Support for the Curriculum

- Monitor and arrange orderly and secure storage of supplies
- Maintenance of every day equipment, check for quality/safety
- Undertake simple repairs and report other damages
- Operation of every day equipment in accordance with instructions

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate 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

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • General technical/resource support
Qualifications/ Training	<ul style="list-style-type: none"> • Good numeracy/literacy skills
Knowledge/ Skills	<ul style="list-style-type: none"> • Ability to use relevant technology e.g. computer, video, photocopier • Participate in development and training opportunities • Ability to relate well to children and adults • Basic first aid knowledge as appropriate

CURRICULUM/RESOURCE SUPPORT – LEVEL 2**JOB PURPOSE**

Under the instruction/guidance of senior staff: Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils

JOB DESCRIPTION**Support for Pupils**

- Support pupils in accessing learning activities under the guidance of the teacher
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support

Support for the Curriculum

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 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 management as required
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • General technical/resource support
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline • Good numeracy/literacy skills
Knowledge/ Skills	<ul style="list-style-type: none"> • Effective use of ICT • Use of relevant equipment/resources • Knowledge of particular subject/technical area • Knowledge of relevant polices/codes of practice and awareness of relevant legislation • Ability to identify own training and development needs and co-operate with means to address these • Ability to relate well to children and adults • Relevant knowledge of first aid

CURRICULUM/RESOURCE SUPPORT – LEVEL 3**JOB PURPOSE**

Under the guidance of senior staff: Provide specialist support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.

JOB DESCRIPTION**Support for Pupils**

- Use specialist skills/training/experience to support pupils
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Promote and ensure the health and safety and good behaviour of pupils at all times
- Undertake marking of pupils work with specialist area and accurately record achievement/progress
- Administer and assess routine tests and invigilate exams/tests

Support for the Curriculum

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Implement agreed work programmes/practical lessons under the guidance of the teacher

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Line management of support staff as appropriate within guidelines developed by the school
- Implement planned supervision of pupils out of lesson times e.g. clubs/extra-curricular activities

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Experience in specific area in a learning environment
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline • Very good numeracy/literacy skills • Specific training in specialist area
Knowledge/ Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Relevant first aid knowledge

CURRICULUM/RESOURCE SUPPORT - LEVEL 4**JOB PURPOSE**

Manage specialist curriculum/resource function: allocation and monitoring of work, line management, training and appraisal of support staff, part of management team, involved in planning, budget responsibilities. Lead on discrete areas - responsible for design and delivery of support requiring advanced level of knowledge.

JOB DESCRIPTION**Support for Pupils**

- Use specialist skills/training/experience to support pupils
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Be responsible for creation and maintenance of purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
- Production of lesson/work plans, worksheets, plans etc. within an agreed system of supervision
- Take a lead role in planning, development and organisation of systems/procedures/policies
- Manage records, information and data, producing analysis and reports
- Promote and ensure the health and safety and good behaviour of pupils at all times
- Undertake marking of pupils work with specialist area and accurately record achievement/progress
- Administer and assess/mark tests and invigilate exams/tests related to specialist subject

Support for the Curriculum

- Be responsible for the management of stock levels, including management of a budget and regular audit of resources
- Be responsible for maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide highly specialist advice and guidance as required
- Deliver learning activities to pupils within an agreed system of supervision in specialist area

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Lead for whole school in specialist area and share expertise and skills with others
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Be responsible for the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school

Management responsibilities

- Manage a team of support staff
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Represent support staff at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring of other support staff

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Several years experience working in a relevant discipline in a learning environment
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ Level 4 or equivalent qualification or experience in relevant discipline • Excellent numeracy/literacy skills

Annex B (b)

Knowledge/ Skills	<ul style="list-style-type: none">• Effective use of ICT to support learning• Use of specialist equipment/resources• Full working knowledge of relevant policies/codes of practice/legislation• Working knowledge of national curriculum in specialist area, according to particulars of the post• Understanding of statutory frameworks relating to teaching, according to particulars of the post• Ability to organise, lead and motivate a team• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Relevant knowledge of first aid
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