



KING JAMES I ACADEMY

GENERIC JOB PROFILE

POST TITLE : CURRICULUM RESOURCE SUPPORT
LEVEL 3
GRADE : GRADE E (SCP 19-22)

REPORTING RELATIONSHIP

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 SCORE 410

MAIN DUTIES/RESPONSIBILITIES

- Design, prepare and demonstrate use of specialist equipment/resources/materials, as required by staff, lesson plans, assist in development of lesson/work plans
- Administer routine tests, invigilate exams, undertake marking of pupil work
- Undertake structured and agreed learning activities
- Create and maintain clean and orderly working environment, equipment
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

This may include:

1. Support for Pupils

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

2. 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.

3. 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.

4. Support for the Academy

- 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 academy.

- 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.
 - Implement planned supervision of pupils out of lesson times e.g. clubs/extra-curricular activities.
5. The post holder must carry out his/her duties with full regard to the Academy's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
 6. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
 7. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.*

Date:

KING JAMES I ACADEMY

PERSON SPECIFICATION – CURRICULUM RESOURCE SUPPORT LEVEL 3

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ 3 or equivalent or experience in relevant discipline.	AF, C			
	E2	Very good numeracy/literacy skills.	AF, C			
	E3	Specific training in specialist area.	AF, C			
Experience & Knowledge	E4	Effective use of ICT and other specialist equipment/resources.	AF, C			
	E5	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	AF, C			
	E6	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF, I, R			
	E7	Ability to relate well to children and adults.	AF, I, R			
	E8	Relevant first aid knowledge.	AF, C			
Special Requirements	E9	Motivation to work with children	AF,I,R			
	E10	Ability to form and maintain appropriate relationships and	AF,I,R			

		personal boundaries with children			
	E11	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R		
	E12	Suitability to work with children	D		

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references