

**PONTARDDULAIS COMPREHENSIVE SCHOOL
JOB DESCRIPTION**

POST TITLE: Curriculum/Resource Support Assistant Level 1

HOURS: 10

**SINGLE
STATUS GRADE:** Grade 2 (SCP 3)

JOB PURPOSE:

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

Support for Pupils:

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

Support for 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 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 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.

General Duties

- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the City and County of Swansea Equal Opportunity Policy.
- To undertake the Personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties as may reasonably be required commensurate with the level of the post.
- The Authority retains the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.

**PONTARDDULAI COMPREHENSIVE SCHOOL
PERSON SPECIFICATION**

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HOURS: 10

**SINGLE
STATUS GRADE:** Grade 2 (SCP 3)

EXPERIENCE

General technical/resource support.

Qualifications:

Good numeracy/literacy skills.

Knowledge/Skills:

- 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.
- Be able to work effectively as a team member.

Special Requirement

This post requires a Standard/Enhanced Level of Criminal Records Bureau Disclosure. The successful candidate will need to complete a CRB application form. Further information about the Disclosure Scheme is available at www.disclosure.gov.uk or from the Personnel Section, Room G.1.5, County Hall, Swansea.