



Oldbury Wells

## Job Description

### Details of Post

Title: **Curriculum/Resource Assistant (Design and Technology)**  
School/Trust: **TrustEd Schools Alliance**  
Reporting to: **Director of Learning – Creative Arts**  
Main Workplace: **Oldbury Wells School**  
Post Number: **3403010**  
Grade and SCP: **Grade 4 (SCP 5)**

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check, pre-employment safer recruitment and online checks.*

*All support staff posts are subject to the Asylum and Immigration requirements*

### Purpose of Post

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

### Principal Duties and Responsibilities

#### 1. Support for pupils

Support pupils in accessing learning activities as directed by the teacher

#### 2. 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
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.

#### 3. Support for the curriculum

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

#### 4. Support for the school

- Monitor and arrange orderly and secure storage of supplies
- Maintenance of everyday equipment, check for quality/safety
- Undertake simple repairs and report other damages
- Operation of everyday equipment in accordance with instructions
- Providing support in other areas of the school where required to meet school and pupils need, for example, in the school library.

## **5. Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- 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 development as required.

## **6. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

## **7. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

## **8. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## **9. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

### Curriculum/Resource Assistant – Level 1, Grade 4 (SCP 5)

|  | Essential   | Desirable   |
|--|---|---|
| <b>Qualifications</b>                          | <ul style="list-style-type: none"> <li>➤ Good standard level of education</li> </ul>  | <ul style="list-style-type: none"> <li>➤ 5 GCSE's or equivalent, including English and Maths (or relevant subject qualification)</li> <li>➤ First Aid qualification</li> <li>➤ NVQ Level 2 or equivalent</li> </ul> |
| <b>Work or relevant experience</b>             | <ul style="list-style-type: none"> <li>➤ Experience of working with computers</li> <li>➤ General technical/resource support</li> <li>➤ Experience in either a technical textiles or resistant material environment.</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Experience of working in an educational setting or other relevant environment</li> </ul>   |
| <b>Knowledge and understanding</b>             | <ul style="list-style-type: none"> <li>➤ Good numeracy and literacy skills</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Ability to use relevant technology e.g. CAD/CAM facilities</li> </ul>  |
| <b>Skills and Abilities (relevant to post)</b> | <ul style="list-style-type: none"> <li>➤ Good organisational skills</li> <li>➤ Good administrative skills</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Good ICT skills</li> </ul>   |
| <b>Personal Qualities</b>                      | <ul style="list-style-type: none"> <li>➤ Interpersonal skills</li> <li>➤ Good communication skills</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Ability to work well as part of a team</li> <li>➤ Flexibility and reliability</li> <li>➤ Passion for Design and Technology and learning</li> </ul> |   |
| <b>Special conditions</b>                      |   |   |