



RESOURCE OFFICER

JOB DESCRIPTION

Job Title: Resource Officer

Responsible to: Senior Leadership Team

Grade: Scale 3

Main Purpose

To work under the direct instruction of the Senior Leadership Team, to support access to learning for pupils and provide general operational support for the school.

Resource Officer

Main Responsibilities and Duties

Support for Pupils

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide clerical/administrative support, e.g. photocopying, typing, filing, collecting money etc.
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Support for the Curriculum

- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the School

- 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 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 both during and after the school day as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To assist in the provision of reprographic services including stock levels, reordering material and checking stock orders.
- To assist in the production of standard forms, letters and other school documentation
- To maintain school displays
- To monitor and manage the upkeep of school systems so they are up to date
- To support the school in establishing and upholding high levels of hospitality for visitors in line with that of outstanding providers
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

To undertake such other duties that may be required to meet the needs of the service.

Resource Officer

Person Specification

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| Experience | <ul style="list-style-type: none">• Working with or caring for children of relevant age | |
| | Essential | Desirable: |
| Qualifications | <ul style="list-style-type: none">• Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this• Participate in development and training opportunities | <ul style="list-style-type: none">• Completion of DfES Teacher Assistant Induction Programme or willing to be enrolled |
| Attributes | <ul style="list-style-type: none">• Efficient• Flexible• Willing• Professional• Conscientious | |
| Knowledge & Skills | <ul style="list-style-type: none">• Appropriate knowledge of first aid• Use basic technology – computer, video, photocopier• Use and manipulate basic computer software i.e. word• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | |