



Job Role: Study Support Assistant

The Study Support Assistant is a dual role, encompassing a love of literacy through managing the library, whilst also supporting the set up of Science lessons.

Job Purpose: To promote the library and its resources both within the library and the whole school and externally, where relevant. To inspire a love of literacy. To embody the Aims and Values of the school.

Key Responsibilities:

- To develop and implement a library policy which reflects the educational aims and objectives of the whole school.
- Plan and oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage.
- Plan and monitor the delivery of an information skills programme throughout the school.
- Develop and oversee a programme for meeting the needs of International pupils.
- Assist with the behaviour management of pupils;
- To undertake any other reasonable duty at the request of the Deputy Head or Headteacher.

Management:

- To select, acquire, organise and maintain library resources to cover the full school community (including boarders and staff).
- To complete an annual risk assessment and to highlight any health and safety issues for library users and visitors.
- To work with staff and pupils on reading and research, and other year groups as required.
- To arrange pupils' participation in children's literary events and author visits.
- To provide guidance and assistance to pupils and staff on information retrieval and reading materials.
- To liaise with Heads of Department on curriculum delivery and online and hardcopy library stock
- To develop networks with other library professionals.
- To be committed to ongoing professional development.
- To participate in other duties which may reasonably be regarded as within the nature of the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Science Support

- liaise with academic staff to discuss timetables, equipment requirements and work plans
- prepare equipment and chemicals before lessons
- maintain and coordinate repair equipment and laboratory apparatus
- keep records, e.g. for students' practical sessions, tracking methods and results
- ensure that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored
- support the work of teachers in classes and laboratory sessions and give technical advice to staff and students
- manage the stock control of chemicals and equipment
- ensure that all health and safety procedures are understood and followed correctly
- coordinate work in the laboratory to ensure efficient use is made of expensive pieces of equipment.

Person Specification:

Qualifications and Training

- Qualified to GCSE level or equivalent
- Right to work in the UK.

Knowledge and Experience

Previous experience working in an educational environment

Competent user of Google applications

Personal qualities

- Ability to work independently and as part of a team
- Excellent written and verbal communication skills
- Willing to learn continually and improve own level of expertise
- Ability to prioritise workload
- An open, friendly and approachable nature
- A flexible approach to work and a willingness to “muck in” where necessary
- A good sense of humour!

Values

- Personal vision is aligned with Dukes Education; high aspirations and expectations of self and others.
- Genuine passion and a belief in the potential of every student.
- Motivation to continually improve standards and achieve excellence.