

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: KIC CENTRE CO-ORDINATOR

COLLEGE: ARTS

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 Providing KIC Centre support to teachers, students and the local community.
- 1.2 Your immediate responsibility is to:
 - 1. Your immediate responsibility is to: The KIC Centre Manager.
 - 2. All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own Health and Safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the requests of teaching staff.

- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
- An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – KIC CENTRE

- 4.1 To assist in the day to day management and organisation of the school's KIC Centre.
- 4.2 To assist in the selection, acquisition, purchase and deployment of resources to meet the demands of the curriculum, staff and students and the wider community.
- 4.3 Day to day resource management.
- 4.4 Keeping up to date stock records.
- 4.5 To be responsible for the development, management and administration of the Centre's computer systems and also the development of E Learning materials.
- Daily checks and visual maintenance
 - To back up and use of library information database
 - Creation/administration of user files
 - Promoting E Learning and the internet/intranet
 - Advising on the use of ICT resources for curriculum support and community initiatives
- 4.6 To promote equity of opportunity in all aspects of the services the KIC Centre provides and to ensure that this reflects in the School Improvement Plan.
- 4.7 To support the KIC Centre Manager in the provision of Inset programmes as required by teachers, in particular, GTP's newly qualified teachers and other non-teaching staff.
- 4.8 To create a positive and welcoming working ethos in the KIC Centre and other areas of the school in which effective standards of discipline are established.
- 4.9 To assist in the development strategies for the use of learning resources in the delivery of the curriculum including supporting in an electronic format the development of study and information skills. This will include the production of learning materials.
- 4.10 To keep up to date with educational and professional development and to participate in appropriate Inset.

Note

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.