

## Role Descriptions for Unique Jobs in Schools

Job Title	Job Number	GLPC Score	Grade	Brief Purpose of Job
Student Support Officer	553	350	D	Includes Job Title of Access Services Officer, this job reports to an Admissions Manager, employed within "Education" but not generally within a schools environment. The main job purpose is to contribute to the delivery of access services, specifically admissions to schools. Staff providing direct support to students within a school would not be included within this job.
Student / Behavioural Support Team Leader	984	380	D	To lead a team of student support staff, usually reporting to a SENCO or senior teacher. Will plan, schedule and control the deployment of teaching and support assistants. Assist in the delivery of their in-service training. Will also work with students in a support role.
Schools Counsellor	819	428	E	To provide a counselling service within a school environment which enables therapeutic and emotional support to students, aiding personal development and resolution of personal issues. Will involve close liaison with staff and parents, including outside agencies as required in relation to child protection. The jobholder will normally possess the Diploma in Counselling and significant interpersonal skills, gained through formal training and experience. Reporting to the Head, Principal or senior teaching staff.
Play Leader	771	266	B	To provide care to school age children out of normal school hours in a safe environment, engaging with them in appropriate play activities and ensuring they are escorted to class and settled. May provide or supervise breakfasts.
Hearing Support Assistant	982	344	D	To support students with hearing impairment in a mainstream school, in accessing the national curriculum. Support will be provided in the classroom and may include outside activities. To support and advise staff where required in relation to hearing impairment and the needs of students, both individually and collectively. Will normally be qualified in signing and trained in the use of hearing equipment.
Coordinator Behaviour	970	406	E	This is a unique post, currently applying to one member of staff. Job purpose is to contribute to and support the management of behavioural intervention,

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Intervention Worker				under the direction of SENCO. While the job may include some behavioural intervention work, it should not be confused with other support roles undertaken by Teaching Assistants or others.
Clerk To Governors	308	260	B	To provide a clerical support service to Governors. To set up and attend Governing Body and Committee meetings, preparing agenda, collating and distributing papers, taking and typing minutes. Will be expected to provide information on procedures, seeking and passing advice on matters arising.
Schools ICT / Network Manager	770	448	F	<p>To manage the I.T. infrastructure and network within an establishment, advising managers, staff and governors on I.T. issues and development. To manage / oversee the work of I.T. Technicians and have responsibility for Health and Safety aspects relating to the I.T. network.</p> <p>Will manage and have overall responsibility for software installations, hardware maintenance, upgrades, fault diagnosis and repair. May also have responsibility for the maintenance and operation of other audio / visual aids and equipment.</p> <p>Will manage and provide curriculum and user support relating to I.T. in conjunction with teaching staff.</p> <p>Will normally be qualified in specialised I.T. related areas, with ongoing training and significant experience in the application of I.T. in schools.</p>
Community Media Arts Officer	806	400	E	To provide high quality opportunities and activities within the Media Arts for an establishment and the wider community. Includes the development of arts outreach programmes and community arts activities, securing funding where appropriate. Requires liaison and building partnerships with artists and community groups. Will oversee the work of Media Technicians and other staff engaged in related work. Requires knowledge of the arts and media industries and funding processes.

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School First Aider	969	354	D	This job covers staff whose primary function is to provide a first aid service within an establishment. It excludes staff in other jobs who may also be the nominated first aider. The main purpose is to provide first aid and support to injured and unwell students. Will be responsible for the first aid facility, stocks and equipment, ensuring items are fit for purpose. Required to maintain and adhere to laid down administration and reporting procedures relating to first aid treatment and students who are sent home or to hospital. Will require formal training and qualification in first aid, supplemented by specific awareness training in students' medical conditions and their management, within the limits imposed by professional medical directions.
Librarian in Schools and Resource Centre Manager	769	388	E	To manage, promote and develop the provision of library / learning resources services to support curriculum needs. To support, assist and instruct students and staff in the use of the library / learning resource centre. To maintain and control learning resources stock and the issue / return of equipment.  Will normally supervise Library / Resource Assistants and may manage delegated resource budgets.  A qualification in librarianship or a related area may be expected, though not always a requirement, together with experience in managing book stock and other resources.
Pastoral Support Coordinator	902	360	D	To assist and support teaching staff in meeting the pastoral needs of students, both individually and in groups. Will include developing, coordinating and delivering programmes of support, in conjunction with other professionals and agencies. Establishing supportive relationships with students, often working with them on a one to one basis. May supervise the work of Teaching Assistants in relation to behaviour management and meeting emotional needs. Requires an awareness of behavioural / Child Protection issues, support frameworks and experience of supporting children and families in crisis.