

John Ferneley College

Post Title	Zone Assistant
Salary range/grade	Grade 5 : Salary Point 9-11
Responsible to	Zone Director
Base	John Ferneley College

Job Purpose

To support learning through providing an effective and efficient service with particular reference to learning resources.

Key responsibilities

- A. To support the Zone Director in the smooth running of the day-to-day management of the zone.
- B. Under the direction of the LRM to maintain the library/ICT resources in the zone.
- C. To work within the framework of the colleges policies and procedures.
- D. Develop positive relationships with colleagues by working effectively as a member of the college support staff team.
- E. Other duties

Key Tasks

- A1. To support the Zone Director in maintaining student records e.g. keeping filing systems and basic data information up to date.
- A2. Recording of student absences, conduct slips & excellences onto the SIMs system.
- A3. To provide AV support in terms of Plasma, camera and sound equipment and possibly video and photo manipulation.
- A4. To provide support in the zone over part of the lunch period.
- A5. From timetables/Zone Director/teacher's instructions, identify and ensure availability of all ICT resources required for lessons.
- A6. Maintain records of stock usage and current levels, ordering equipment and materials at the request of the Zone Director.
- A7. To keep storeroom tidy and ensure all portable ICT equipment is safely locked away at the end of each day.
- A8. To support learning activities in the zone when required.
- B1. To provide best working practices with ICT equipment in the Zone and to keep a booking system for all portable ICT/AV equipment.
- B2. To provide support for user and password management for SIMs.net, Fronter, EMBC and other applications requiring user authorisation.
- B3. To maintain the non-fiction library resources within the zone.
- B4. To use Eclipse2/Eclipse.net automated library system.
- C1. Provide advice as necessary on health & safety issues to staff and students. Alerting staff as necessary to 'unsafe' practices of students to reduce the possibility of accidents.
- C2. Be aware of confidentiality issues linked to home/student/teacher/college work and to keep confidences as appropriate.
- D1. To be a fully integrated member of the college support team.
- D2. Develop and maintain relationships with other professionals.
- D3. Accompany students on college visits.
- E1. To deal with basic First Aid incidents as they occur and to keep accurate records.
- E2. To undertake training in accordance with job requirement and performance reviews.
- E3. To comply with the requirements of equal opportunities, data protection, copyright, health & safety and other relevant legislation and college policy.
- E4. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that any changes of a permanent nature shall be incorporated into the job description.

Key Indicators/Performance Objectives

1. To carry out individual responsibilities to the highest standard.
2. To provide learning support to all staff and students within the zone.

Expectations and Values/Mission Statement

John Ferneley College is committed to continuous learning and teachers and support staff are expected to engage routinely in continuing professional learning and development. In common with all who work in the college, the post holder will also be expected:

1. To act as an ambassador for the college and the Partnership by supporting the college's mission built on the primacy of learning, high expectations, good discipline and the provision of extra-curricular opportunities*.
2. To be a significant presence and role model for students and staff and to meet fully the college dress code.
3. To follow college policies, procedures and guidelines and those agreed by the Partnership.
4. To contribute to college development through team planning and review meetings

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

* Participation in extra-curricular activities is voluntary.

This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

John Ferneley College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Signature: _____ Employee Date: _____

Signature: _____ Employer Date: _____

Criteria for the role

Essential	Desirable	How demonstrated
A good level of ICT skills.	To have an understanding of Microsoft applications e.g. Word, Excel, PowerPoint etc. as well as the SIMS system	Present and previous jobs.
A high standard of literacy and numeracy.	Knowledge of automated library systems.	At interview.
Have the ability to undertake personal and/or professional development training to qualification standard.	Knowledge of Child Protection and Health & Safety regulations.	CV.
Ability to work either as part of a team or with minimal supervision.	A minimum of 2 years working with children in a learning environment or relevant NVQ qualification.	
	First Aid at work qualification or willingness to undertake 4 day training.	