



Job Description

JOB TITLE	Learning Resources, Reprographics and Reading Intervention Assistant
JOB FAMILY	Office & Exams
PHASE	Secondary
REPORTING TO	Office Manager

Job Purpose

To support the effective operation of the academy's Learning Resources Centre, including reprographics provision, ensuring students and staff have access to high-quality learning materials and resources.

To work closely with the Head of English, SENCO and Senior TA to deliver high-quality reading interventions that support students in developing their reading skills.

Duties and Responsibilities

Learning Resources and Reprographics

- Promote and support student engagement with the Learning Resource Centre (LRC) to maximise resource usage. Managing the selection, development, and procurement of resources.
- Develop promotional materials, displays, and resources to encourage engagement with the LRC.
- Set up systems access and provide induction sessions for new students, supporting effective use of the Learning Resource Centre.
- Supervise student use of the LRC in line with safeguarding and Health & Safety requirements, including recruiting, training, and overseeing pupil librarians to support the effective running of the LRC.
- Oversee stock management and resource administration within the LRC, including auditing stock condition, processing new materials, coordinating resource exchanges with external providers, and managing the LRC budget to ensure effective and efficient allocation of resources.
- Coordinate and manage school uniform provision, including the operation of the preloved uniform shop, sale of key uniform items, and support for families through pupil premium uniform voucher schemes. Liaise with suppliers and internal stakeholders to organise uniform ordering and uniform fitting arrangements for new student intake events.



- Manage the school's reprographics service, including the daily printing and distribution of cover work resources, alongside the preparation and printing of materials to support teaching, interventions, and whole-school events.
- Create and produce high-quality printed materials, ensuring they are engaging, accurate, and up to date, for both public-facing and internal school communications.
- Create and manage the schools' digital display media, ensuring high-quality, engaging, and up-to-date promotional content across public-facing and internal platforms.

Reading Intervention

- Contribute to the implementation of the school's literacy and reading strategy to support improved student outcomes across the curriculum.
- Deliver targeted reading intervention programmes to support students in improving reading fluency, comprehension, and confidence.
- Assess and monitor student reading progress using appropriate literacy assessment tools and maintain accurate intervention records.
- Work closely with English, SEND, and pastoral teams to identify students requiring literacy support and implement appropriate interventions.
- Support the development of a whole-school reading culture through reading initiatives, competitions, and enrichment activities.
- Assist with the coordination and administration of reading assessments and literacy tracking systems.
- Contribute to the planning and delivery of literacy-focused events, author visits, and reading campaigns.
- Support disadvantaged and reluctant readers through targeted engagement strategies and personalised support.

First Aid (Operational):

- To act as an Academy First Aider and provide Emergency First Aid as and when required, including on a rota basis
- To attend First Aid Training and keep First Aid qualifications up to date
- To administer First Aid to Students and staff
- Follow Academy procedure to accurately record and report all accidents and First Aid incidents, including on the appropriate Academy paperwork.

Other Areas of Responsibility at Plympton Academy

- Ensuring that all school enquiries from parents, students and external parties are dealt with and responded to in a timely and courteous fashion.
- To develop constructive relationships and communicate effectively with staff, parents/ carers, other agencies and professionals.
- Provide welfare support to the pupils of the school.
- Provide administrative support and cover across the school as deemed necessary.



- To report any student and school issues in-line with the Academy's policies and procedures.
- Support extra curricula activities
- Undertake relevant training to develop your skills and knowledge.
- Any other duties commensurate with the post.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Plympton Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Learning Resources, Reprographics and Reading Intervention Assistant.

Name:

Signed:

Date: