



Coventry City Council

Job Description

Job Title:	Apprentice Teaching Assistant	Job Number:
Directorate:	Education	Post Number:
Service:	Special Schools	Grade: Apprentice
Location:	Tiverton School	

Job Purpose:

- An apprenticeship is a training role within a designated area where the apprentice will work alongside colleagues to undertake a range of supervised duties (direct and indirect supervision).
- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom with pupils who have severe learning difficulties and Profound and Multiple Learning Difficulties (PMLD).
- To provide general support to the class teacher in the organisation and management of pupils and the classroom ensuring the appropriate support for each pupil dependant on their individual planned needs.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome barriers to learning including cognitive, physical, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Duties and Responsibilities

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes taking into account individual needs.
2. To encourage pupils to interact with others and engage in activities led by the teacher, which may include participating in physical activities with the pupils.
3. To develop knowledge of complex special needs and being able to use appropriate programmes such as Makaton and Team Teach.
4. To recognise that pupils may have communication difficulties and be able to use alternative communication techniques if required.

5. To work closely with other professionals and follow their designed programme for individual pupils e.g. occupational health, speech and language therapists and physiotherapists.
6. To assist with the general pastoral care of the pupils, including helping pupils who are unwell, distressed or unsettled.
7. To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance
8. To assist in the preparation of and maintenance of basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
9. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
10. To provide regular feedback to teachers and to other professionals on pupils' achievement and progress.
11. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting individual education plan (IEP) targets.
12. To be aware of the planning of work and activities and contribute to team planning as appropriate.
13. To provide general administrative support to the teacher, e.g. photocopying, laminating, filing, etc as required
14. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection reporting all concerns to the appropriate named person. This will be achieved through specific training and induction sessions
15. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
16. To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child or others.
17. To plan, prepare and accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.
18. To attend relevant meetings and participate in training opportunities and professional development as required.
19. To adhere to school health and safety policy including risk assessment and safety systems.
20. To adhere to school policy on equality and diversity and attend associated training sessions as required
21. Any other duties and responsibilities within the range of the salary grade.
To undertake broadly similar duties commensurate with the level of the post as required by the HeadTeacher

Guidance and Supervision

- The post holder will work under the general guidance and supervision of the Class Teacher and Support Staff Manager

- Regular performance review will be undertaken with the Support Staff Manager and a member of the Senior Leadership Team.

Notes

- The exact focus of the role will be decided at school level and will take into account the needs of the pupils, the school and the development needs of members of staff

Knowledge, Training and Experience:

- The apprentice will undertake and complete required elements of the apprenticeship framework in 12 months which includes:-
 - NVQ in Supporting Teaching and Learning (Level 3)
 - Employment Responsibilities and rights
 - Functional Skills in numeracy and literacy where an exemption has not been made
- The apprentice will attend college/study sessions as required
- Will work with an assessor/mentor to develop a work based portfolio
- Undertake work based assessments
- Complete assignments/projects relating to their apprenticeship framework
- Present evidence portfolios for assessment within specific time frameworks
- The apprentice will develop skills, knowledge and experience in all aspects of the role of a Learning Support Assistant through on the job training, attending training/study session and completion of apprenticeship framework
- Undertake Statutory & Mandatory Training as required
- The apprentice will utilise knowledge and skills gained at college/training into practice within the workplace

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Assistant Headteacher

Date Reviewed: June 2015

Updated: March 2021



Coventry City Council

Person Specification

Job Title:	Apprentice Teaching Assistant	Job Number:
Directorate:	Education	Post Number:
Service:	Special Schools	Grade: Apprentice
Location:	Tiverton School	

Area	Description
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Knowledge:	<ul style="list-style-type: none">• An understanding of classroom roles and responsibilities.
	<ul style="list-style-type: none">• Knowledge of relevant policies and codes of practice and awareness of relevant legislation would be desirable but not essential.

Skills and Abilities:	<ul style="list-style-type: none">• Ability to work well as part of a team.
	<ul style="list-style-type: none">• Able to use basic ICT including computer, audio, video equipment and photocopier.
	<ul style="list-style-type: none">• Good keyboard skills and knowledge of relevant ICT packages.
	<ul style="list-style-type: none">• Ability to relate well to children.
	<ul style="list-style-type: none">• Ability to relate well to adults.
	<ul style="list-style-type: none">• Ability to understand roles of parents and carers in pupil learning and demonstrate ability to liaise with them sensitively and effectively.
	<ul style="list-style-type: none">• Ability to observe, monitor and provide constructive feedback on pupils' progress.
	<ul style="list-style-type: none">• Ability to provide necessary personal care to children including manual handling and toileting.
	<ul style="list-style-type: none">• Ability to stay calm and be patient and understanding when dealing with children.
	<ul style="list-style-type: none">• To be able to deal with pupil behaviour in a calm and non-judgemental way following school guidance.



Coventry City Council

Resources Directorate
Human Resources

	<ul style="list-style-type: none"> • Ability to successfully complete first aid training as required. • Ability and willingness to identify own training needs and participate in training
Experience:	<ul style="list-style-type: none"> • Experience of working with children within a learning environment would be desirable but not essential.
	<ul style="list-style-type: none"> • Experience of working with children with severe learning difficulties, in either a paid or voluntary capacity would be desirable but not essential.
	<ul style="list-style-type: none"> • Experience of general administrative work would be desirable but not essential.
Educational:	<ul style="list-style-type: none"> • Good numeracy and literacy skills.
	<ul style="list-style-type: none"> • To be able to achieve an NVQ Level 3 in Supporting Teaching and Learning in Schools.
Special Requirements:	<ul style="list-style-type: none"> • Must not have already completed an Advanced Apprenticeship in Supporting Teaching and Learning in Schools Level 3 • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Responsible for: N/A

Responsible to: Headteacher

Date Reviewed: June 2015

Updated: March 2021