

Job Title:	Apprentice Teaching Assistant	Job Number:
Directorate:	Education	Post Number:
Service:	Services for schools	Grade: Apprentice
Location:	Coundon Primary 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 support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children including those who have special physical, emotional and educational needs.

Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

1. Supervise and support the teaching activities of individuals or groups of children to ensure their safety and facilitate in their physical and emotional development.
2. Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs.
3. Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.

Job Responsibilities and Tasks May Include Some of the Following:

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Assist with the supervision and discipline of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
3. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
4. Prepare and maintain equipment and teaching resources for lessons and activities when required.
5. Ensure that pupils are able to safely use equipment and materials provided.

6. Attend and participate in relevant meetings as required.
7. Prepare and/or clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupils' work.
8. Provide support to the classroom teacher by undertaking photocopying, filing and recording.
9. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - The changing of soiled clothing and its disposal in an appropriate way;
 - Assist with medical needs;
 - Offer comfort to a sick child and, where appropriately qualified, administer first aid.
10. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
11. Support and contribute to the overall ethos/work/aims of the school.
12. Assist with group activities within and away from the classroom/school, such as P.E. and educational visits.
13. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
14. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contribute to meetings to discuss a specific child's progress as appropriate
15. Attend professional development activities as required.
16. Any other duties and responsibilities within the range of the salary grade.

Knowledge, Training and Experience:

- The apprentice will undertake and complete required elements of the apprenticeship framework in 4 school terms 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 an Apprentice Teaching 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

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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

Duties include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).

Note: *there is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken, i.e. time off in lieu or paid time at the appropriate rate. If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.*

Any other duties and responsibilities within the range of the salary grade.

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: Headteacher

Date Reviewed: 30/05/2025

Updated:

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Directorate:	Education	Post Number:	
Service:	Services for schools	Grade:	Apprentice
Location:	Coundon Primary School		

Area	Description
Knowledge:	<ul style="list-style-type: none"> Ability to acquire knowledge, understanding of Early Years Child Care Policies, Procedures and Legislation including the Code of Practice of SEN. Capable of working with children with a variety of abilities and backgrounds, or of a relevant age.
Skills and Abilities:	<ul style="list-style-type: none"> To be able to work constructively as part of a team and be able to relate well to children and adults. To be able to use basic ICT technology and other equipment- video, photocopier. Motivated and committed to supporting children. Ability to self-evaluate learning needs
Other:	<ul style="list-style-type: none"> Good time keeping Be committed to attend relevant training courses.
Educational:	<ul style="list-style-type: none"> To have achieved or be expecting to achieve a Grade C or above in English and Maths GCSE, or equivalent. To be able to achieve an NVQ Level 3 in Supporting Teaching and Learning in Schools. Have an NVQ Level 2 ICT qualification or be happy to work towards this.
	<ul style="list-style-type: none"> Good oral skills to be able to communicate at all levels.
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). <p><i>N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate</i></p>

Responsible for: N/A

Responsible to: Headteacher

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