

ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION APPRENTICE TEACHING ASSISTANT LEVEL 3



Responsible to

Headteacher

Main Purpose

- To work alongside staff to provide a safe, stimulating environment and curriculum which supports the physical, emotional, social and cognitive development of children within our school

Main Activities (under the direction of the class teacher or Headteacher)

- To provide care and supervision for pupils
- To help plan, lead and supervise a variety of planned learning experiences for pupils
- To support the class teacher in meeting the needs of pupils with special educational needs
- To monitor pupils's progress and achievements, reporting them to the class teacher as appropriate
- Preparing and/or adapting resources for pupils
- Setting up and tidying away resources required for activities
- Supporting pupils in developing independence, social skills, physical skills & communication skills
- Ensuring children are able to safely use equipment and resources within the classroom and outdoor areas
- Assisting the class teacher in creating stimulating classroom displays
- Providing support to the class teacher by carrying out basic administration tasks such as photocopying & filing
- Assist with group activities within and away from the classroom e.g. PE, educational visits
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- Reporting information to/from parents and carers
- Contribute to meetings regarding children's progress
- Attend professional development activities as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection
- To be supportive of our Christian values

Health & Safety

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.

Safeguarding

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.

Equal Opportunities

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

GDPR

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

Hours of employment

Monday –Friday (term time only 38 weeks plus 5 INSET days)

8.30am-4.30pm (37 hours per week)

Contract

Fixed Term Contract