

# Job Description

<b>Job Title:</b>	Apprentice Teaching Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	Services for Schools	<b>Post Number:</b>	
<b>Location:</b>	Stivichall Primary School	<b>Grade:</b>	Apprentice

## Job Purpose:

To support teaching and learning in school by supervising educational activities for individuals and groups under the direction of teaching staff and providing care and supervision to children including those who have special physical, emotional and educational needs.

**Main 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 pupils' progress, achievements, behaviour and wellbeing, 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. Undertake supervision and discipline of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
3. Promote the positive Stivichall Learning Behaviours including independence, social and mobility skills, and 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 use equipment and materials provided safely.
6. Attend and participate in relevant meetings as required.
7. Prepare and/or clear the classroom space 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 and supporting lesson preparation as needed.
9. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.
10. Be aware of and comply with policies and procedures relating to Safeguarding and 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 and aims of the school.
12. Assist with group activities within and away from the classroom/school, such as P.E. and Learning Outside the Classroom (including 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.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.

All duties and responsibilities must be carried out with due regard to the City Council's Health & 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 which include the processing of any personal data must be undertaken within the corporate data protection guidelines (Data Protection Act 1998).

Post holder will be expected to comply with the School's Acceptable Use of ICT Policy.

**Responsible to:** Deputy Headteacher

## Person Specification

<b>Job Title:</b>	Apprentice Teaching Assistant	<b>Job Number:</b>
<b>Directorate:</b>	Services for Schools	<b>Post Number:</b>
<b>Location:</b>	Stivichall Primary School	<b>Grade:</b> Apprentice

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An interest in working within a Primary School and supporting children's learning.</li> <li>Capable of working with children with a variety of abilities and backgrounds, and of the relevant primary school age (4-11 years).</li> <li>Basic knowledge of equal opportunities in the workplace.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>To be able to work constructively as part of a team and be able to relate well to children and adults.</li> <li>To have good IT skills, ideally some that could support their role (e.g. MS Word)</li> <li>Motivated and committed to supporting children.</li> <li>Ability to self-evaluate their own learning needs.</li> <li>Ability to maintain and understand the importance of confidentiality.</li> <li>Have a flexible approach and willingness to offer help.</li> <li>Willingness to undertake on-going staff development and training as appropriate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>No previous experience is required.</li> </ul>
<b>Educational</b>	<ul style="list-style-type: none"> <li>Maths and English GCSE 4/C or above (or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship.</li> <li>To be able to achieve the Level 3 Teaching Assistant Apprenticeship Standard.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>Must not have already completed the Level 3 Teaching Assistant or Supporting Teaching and Learning in Schools Apprenticeship Standard.</li> </ul> <p>This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.</p> <p>All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a</p>

satisfactory response to a check of police records via The Disclosure and Barring Service.

All duties and responsibilities must be carried out with due regard to the City Council's Health & 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 which include the processing of any personal data must be undertaken within the corporate data protection guidelines (Data Protection Act 1998).

Post holder will be expected to comply with the School's Acceptable Use of ICT Policy.