



Coventry City Council

Job Description

Job Title:	Teaching Assistant Apprentice	Job Number:	
Directorate:	Education and Skills	Post Number:	
Service:	Schools	Grade:	Apprentice
Location:	Baginton Fields		

Job Purpose:

An apprenticeship is a training role within a designated Key Stage where the apprentice will work alongside colleagues to undertake a range of duties with direct and indirect supervision.

Main Duties and Responsibilities:

- The apprentice will undertake and complete required elements of the apprenticeship framework in 18 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 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
- Any other duties and responsibilities within the range of the salary grade.

Under the direction of the teacher, the main expectations of the role are as follows:

Classroom role
<ul style="list-style-type: none">• Assist the teacher to secure achievement and progress in the curriculum for all students.• Proactively assess, record and report on student progress, including EHCP progress, under the direction of the teacher.• Intervene to apply timely support for student learning.• Assist the teacher in the delivery of the curriculum.

- Establish constructive relationships with students providing feedback to them in relation to progress and achievement as directed.
- Assist the teacher in liaising with other professional staff and parents/carers.
- Undertake general classroom administrative tasks, such as maintaining of record keeping notes, home/school diaries, filing, photocopying and responding to parental requests.
- Make and maintain teaching aids.
- Display and celebrate student achievements.
- Participate in supporting students in the full range of curriculum activities including swimming (entering the water), physical activities, educational and residential visits.
- Maintain productive and positive relationships with staff colleagues, parents / carers, and professionals.
- Respond to the personal care needs of students in a manner that conveys dignity and respect. (Applicants should satisfy themselves they fully understand activities may include toileting, personal hygiene, showering and personal care requirements).
- 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 the appropriate person.

Wider duties

- Attend a Parents Evening each year.
- Attend staff meetings, Twilight Training and Training Days as required by contract.
- Undertake break and dinner duties as required by the Head of Key Stage.
- Contribute to the success of Lunchtime Clubs.

Additional responsibilities

- Proactively contribute to the school vision.
- Undertake professional development as required to fulfil the requirements of the post.
- Secure the health and safety of all students during the school day.
- Adhere to Coventry City Council "*Code of Conduct*" for all employees and additional policies included in the Baginton Fields School Induction Folder.
- 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.
- Participate in additional activities commensurate with the post.

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 Equality, Diversity and Inclusion Policy.

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

Responsible for:

Responsible to:

Date Reviewed: November 2020

Updated:



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Person Specification

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Service:	School	Grade:	Apprentice
Location:	Baginton Fields		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• An interest working within a school.
	<ul style="list-style-type: none">• Capable of working with students with a wide range of special needs and disabilities.
	<ul style="list-style-type: none">• Basic knowledge of equal opportunities in the workplace.

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 students and adults.
	<ul style="list-style-type: none">• To be able to use basic ICT technology.
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">• Motivated and committed to support children.
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">• Ability to self-evaluate learning needs.
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">• Ability to maintain and understand the importance of confidentiality.
	<ul style="list-style-type: none">• Have a flexible approach and willingness to offer help.
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">• Willingness to undertake on-going staff development and training as appropriate.
	<ul style="list-style-type: none">•

Experience:	<ul style="list-style-type: none">• No previous experience required.
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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 in Supporting Teaching and Learning Level 3



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Special Requirements:	
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Date Reviewed: November 2020

Updated: