

## Job Description: Apprentice Teaching Assistant

GRADE:	Entry to employment
RESPONSIBLE TO:	Class Teacher

### Main purpose

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:

- Supervise and support the teaching activities of individuals or groups of children to ensure their safety and support their learning, physical and emotional development.
- Undertake those activities necessary to meet the learning, physical and emotional needs of individuals and groups of children with special educational needs.
- 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:

- Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
- Undertake supervision and behavior management of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
- Prepare and maintain equipment and teaching resources for lessons and activities when required.
- Ensure that pupils are able to safely use equipment and materials provided.
- Attend and participate in relevant meetings as required.
- 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.
- Provide support to the classroom teacher by undertaking photocopying, filing and recording.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.
- 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.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group activities within and away from the classroom/school, such as P.E. and educational visits.
- Assist with the implementation of programs designed by other professionals such as educational psychologists and speech and language therapists.
- 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.
- Attend professional development activities as required.
- Any other duties and responsibilities within the range of the salary grade.

## Person Specification:

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An interest in working within a Special Primary School</li></ul>
	<ul style="list-style-type: none"><li>• Capable of working with children with a variety of abilities and backgrounds, or of relevant age</li></ul>
	<ul style="list-style-type: none"><li>• Basic knowledge of equal opportunities in the workplace</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to demonstrate a good standard of written and spoken English and numeracy skills</li></ul>
	<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></ul>
	<ul style="list-style-type: none"><li>• To be able to use basic ICT technology</li></ul>
	<ul style="list-style-type: none"><li>• Motivated and committed to support children</li></ul>
	<ul style="list-style-type: none"><li>• Ability to self-evaluate learning needs</li></ul>
	<ul style="list-style-type: none"><li>• Ability to maintain and understand the importance of confidentiality</li></ul>
	<ul style="list-style-type: none"><li>• Have a flexible approach and willingness to offer help</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>• An ability to complete the NVQ level 2 or 3 as appropriate</li></ul>

### **The post holder must comply with Coventry City Council's and the schools 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 Coventry City Council's Equal Opportunities Policy.

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

***Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.***

**Notes:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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