



JOB DESCRIPTION

FINHAM PARK 2

Job Title: Teaching Assistant Apprentice (Level 3)
Hours: 37 hours per week – term time only plus 5 teacher training days
Status: Fixed Term – 18 months

Main Duties and Responsibilities:

- Support Teaching and Learning within the school through working with individuals, groups or whole classes as directed by the teacher/SENCO.
- Support children with a range of learning needs to achieve goals and targets.
- Ensuring the welfare and safety of the children at all times.
- Assist in the planning and preparation of lessons and activities.
- Assist in the general efficient operation of the school in accordance with the daily needs.
- Assist with the supervision and discipline of students and provide support within the procedures of the school, reporting any difficulties as appropriate.
- Support and contribute to the overall ethos in the school.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers.

General:

1. The postholder must carry out his or her duties with full regard to the school's Equal Opportunities Policy
2. Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)
3. The postholder will be included in the school's performance management system as it is applied for all staff
4. The postholder should have knowledge of and compliance with relevant school policies and procedures
5. The postholder will perform any other duties and responsibilities within the range of the salary grade.