

Job Description

Vacancy**Reference no:****Job Title:****Directorate:****Service:****Location:**

Apprentice – Teaching Assistant

Education

Schools

Whitley Abbey Primary School

Job Number:**Post Number:**

Grade: Apprentice

At Whitley Abbey...

We aim for everyone to be valued, safe and happy.

We nurture the mental and physical wellbeing of our community.

We celebrate life experiences and enjoy sharing new ones together.

Through rich learning opportunities we help children to develop a love of learning.

We strive to open children's minds to life's possibilities.

Through the Whitley Core Values we develop kindness, friendship, courage, honesty, resilience and gratitude.

We are proud to have Team Whitley in our hearts.

Hand in hand we learn.

Job Purpose:

- The apprentice will work alongside colleagues to undertake a range of supervised duties (direct and indirect supervision)
- To support the class 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

Main Duties and Responsibilities: Under the direction and control of the class teacher or designated supervisor

- Supervise and support the teaching activities of individuals or groups of children to ensure their safety and facilitate in their physical and emotional development
- 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
- 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 discipline 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
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- Ensure the pupils are able to safely use equipment and materials provided
 - 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 class 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 PE and educational visits
 - Assist with the implementation of programmes 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 and 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

The post holder must comply with Coventry City Council's Health & 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 Equal Opportunities Policy.

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

Responsible for: N/A

Responsible to: Deputy Head Teacher

Date Reviewed: June 2021



Coventry City Council

Person Specification

Job Title:	Apprentice - Teaching Assistant	Job Number:	
Directorate:	Education	Post Number:	
Service:	Schools	Grade:	Apprentice
Location:	Whitley Abbey Primary School		
Area	Description		
Knowledge:	<input type="checkbox"/> An interest working within a Primary School		
	<input type="checkbox"/> Capable of working with children with a variety of abilities and backgrounds, or of a relevant age		
	<input type="checkbox"/> Basic knowledge of equal opportunities in the workplace		
Skills and Abilities:	<input type="checkbox"/> Able to demonstrate a good standard of written and spoken English and numeracy skills		
	<input type="checkbox"/> To be able to work constructively as part of a team and to be able to relate well to children and adults		
	<input type="checkbox"/> To be able to use basic IT technology		
	<input type="checkbox"/> Motivated and committed to support children		
	<input type="checkbox"/> Ability to self-evaluate learning needs		
	<input type="checkbox"/> Ability to maintain and understand the importance of confidentiality		
	<input type="checkbox"/> Have a flexible approach and willingness to offer help		
	<input type="checkbox"/> Willingness to undertake ongoing staff development and training as appropriate		
Experience:	<input type="checkbox"/> No previous experience required		

Education:	<input type="checkbox"/> 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.
	<input type="checkbox"/> To be able to achieve the Level 3 Teaching Assistant Apprenticeship Standard.

Special Requirements:	<ul style="list-style-type: none"> ❑ Must not have already completed the Teaching Assistant Level 3 Apprenticeship or Advanced Apprenticeship in Supporting and Learning in Schools ❑ This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
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Responsible for: N/A

Responsible to: Deputy Head Teacher

Date Reviewed: June 2021