



Coventry City Council

Person Specification

Job Title:	Apprentice Teaching Assistant	Job Number:	
Directorate:	Education	Post Number:	
Service:	Services for schools	Grade:	Apprentice
Location:	Stoke Heath primary School		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Ability to acquire knowledge, understanding of Early Years Child Care Policies, Procedures and Legislation including the Code of Practice of SEN.
	<ul style="list-style-type: none">• Capable of working with children with a variety of abilities and backgrounds, or of a relevant age.

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 children and adults.
	<ul style="list-style-type: none">• To be able to use basic ICT technology and other equipment- video, photocopier.
	<ul style="list-style-type: none">• Motivated and committed to supporting children.
	<ul style="list-style-type: none">• Ability to self-evaluate learning needs

Other:	<ul style="list-style-type: none">• Good time keeping
	<ul style="list-style-type: none">• Be committed to attend relevant training courses.

Educational:	<ul style="list-style-type: none">• To have achieved a Grade C or above in English and Maths GCSE, or equivalent.
	<ul style="list-style-type: none">• To be able to achieve an NVQ Level 3 in Supporting Teaching and Learning in Schools.
	<ul style="list-style-type: none">• Good oral skills to be able to communicate at all levels.

Special Requirements:	<ul style="list-style-type: none">• Must not have already completed an Advanced Apprenticeship in Supporting Teaching and Learning in Schools Level 3• 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
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	Service (DBS).
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N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate

Responsible for: N/A

Responsible to: Assistant Headteacher