



Coventry City Council

## Person Specification

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

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

<b>Skills and Abilities:</b>	<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 and other equipment- video, photocopier.</li> </ul>
	<ul style="list-style-type: none"> <li>Motivated and committed to supporting children.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to self-evaluate learning needs</li> </ul>

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

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

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>Must not have already completed an Advanced Apprenticeship in Supporting Teaching and Learning in Schools Level 3</li> <li>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</li> </ul>
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Service (DBS).

***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