



Job Description

Job Title: Apprentice Teaching Assistant

Job Purpose

To support the classroom teacher with their responsibility for the development and education of children by providing care and supervision to children, including those who have special physical, emotional and educational needs. To complete training as per the apprenticeship specification, using work experience gained to support this.

Key responsibilities

Under the direction and control of the classroom teacher:

- To develop an understanding of the learning needs of pupils and use this knowledge to support them to become independent learners
- To take into account a pupil's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanation and the use of equipment and materials
- To monitor pupils' responses to learning and progress towards targets, record achievements and feedback to teachers as required
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Behaviour Management policy
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.

- To be aware of, and comply with, policies and procedures relating to child protection & safeguarding, confidentiality & data protection and staff conduct, reporting all concerns to an appropriate person
- To comply with individual responsibilities for health and safety in the workplace in accordance with the school's Health and Safety policy
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunities policy
- To maintain confidentiality in all school related matters
- To attend meetings as required
- To complete training sessions when required and to complete all assessment material in the given timescales, requesting help when needed

The post holder will perform any other duty or task that is appropriate for the role described

Person Specification

Job Title: Apprentice Teaching Assistant	
Knowledge and experience	<ul style="list-style-type: none">• NVQ Level 2• GSCE maths and English Grade A-C or equivalent, or willingness to work towards literacy and numeracy functional skills qualifications• Good IT skills• Understanding of child development and learning• Experience of working with children, including those with special educational needs
Organisation and planning	<ul style="list-style-type: none">• Ability to organise own workload, follow a schedule and meet deadlines• Ability to plan own work on a daily basis• Ability to work independently and use initiative• Ability to stay calm under pressure• Ability to work flexibly to meet the needs of the school
Communication and relationships	<ul style="list-style-type: none">• Ability to communicate effectively and relate well to both children and adults• Ability to build and maintain effective relationships• Ability to work effectively as part of a team
Safeguarding	<ul style="list-style-type: none">• Understanding of safeguarding / child protection procedures• Understanding of confidentiality