

Pickwick Academy Trust



Job Description

Job Title:	Apprentice Teaching Assistant
Responsible to:	Headteacher

Purpose of the Role

To support pupils' learning and development whilst working towards a recognised Teaching Assistant Apprenticeship qualification. Under the guidance of teachers and experienced support staff, the Apprentice Teaching Assistant will assist pupils in accessing learning, promoting engagement and wellbeing, and contributing to a positive and inclusive learning environment.

The role provides a combination of practical workplace experience and structured training, enabling the post holder to develop the knowledge, skills and behaviours required to become an effective Teaching Assistant. Through supporting learning activities, working with individual pupils and groups, and contributing to the wider life of the school, the apprentice will gain valuable experience whilst helping to deliver high-quality education and positive outcomes for all pupils.

Apprenticeship Programme Requirements

This post is offered as part of an approved apprenticeship programme and is subject to the successful applicant meeting the relevant apprenticeship eligibility criteria at the time of appointment.

The post holder will be required to enrol with the Trust's approved apprenticeship training provider and actively participate in all aspects of the apprenticeship programme, including off-the-job training, progress reviews, workplace assessments and portfolio completion.

The post holder will be expected to make satisfactory progress towards achieving the Teaching Assistant Apprenticeship Standard and to engage fully with the learning and development opportunities provided throughout the duration of the fixed-term apprenticeship contract.

The Trust will provide appropriate support, mentoring and development opportunities to enable the apprentice to successfully fulfil the requirements of both the role and the apprenticeship programme. Appointment to this post is subject to confirmation of apprenticeship eligibility, acceptance onto the apprenticeship programme by the approved training provider, and satisfactory completion of all safer recruitment and pre-employment checks.

Main Duties	
1.	Supporting Pupils' Learning Under supervision and appropriate guidance, the Apprentice Teaching Assistant will: • Support individual pupils and small groups during lessons and learning activities. • Help pupils understand instructions and access learning materials. • Encourage pupils to participate fully in classroom activities. • Assist in the preparation and organisation of learning resources. • Support the development of literacy, numeracy and communication skills. • Observe and record pupil engagement and progress as directed. • Support the delivery of intervention programmes where appropriate. • Develop an understanding of a range of educational needs, including SEND. • Work alongside experienced staff to support pupils with additional learning needs. • Promote independence and resilience in pupils.
2.	Supporting Pupil Wellbeing and Behaviour The Apprentice Teaching Assistant will: • Build positive and supportive relationships with pupils. • Promote inclusion, equality and diversity. • Encourage positive behaviour in line with the school's Behaviour Policy. • Support pupils' emotional wellbeing and self-esteem. • Help pupils develop social skills and positive relationships. • Assist with supervision during breaktimes, educational visits and school activities when required. • Support the school's values, expectations and ethos.
3.	Supporting Personal Care Needs Where appropriate and following training, the Apprentice Teaching Assistant may: • Assist pupils with personal care needs. • Support pupils with dressing, hygiene and toileting requirements. • Follow care plans and guidance provided by school staff and external professionals. • Promote pupil dignity, independence and wellbeing at all times.

4.	Supporting Teaching Staff The Apprentice Teaching Assistant will: • Work under the direction of teachers and senior staff. • Prepare, organise and maintain classroom resources. • Assist in creating a positive learning environment. • Contribute to observations and record keeping as directed. • Provide feedback to teachers regarding pupil participation and progress. • Attend team meetings, training and professional development activities. • Learn and apply effective classroom support strategies. The apprentice will not be expected to undertake cover supervision duties independently unless appropriately trained and authorised in accordance with Trust procedures.
5.	Supporting the Curriculum The Apprentice Teaching Assistant will: • Support learning activities across the curriculum. • Assist with the delivery of English, Mathematics and foundation subjects. • Help prepare resources that support curriculum delivery. • Use technology and educational resources appropriately to support learning. • Develop knowledge of the National Curriculum and effective classroom practice.
6.	Supporting the School The Apprentice Teaching Assistant will: • Assist in maintaining an organised, safe and stimulating learning environment. • Follow school policies and procedures. • Support the implementation of health and safety requirements. • Promote effective teamwork and positive professional relationships. • Attend apprenticeship training sessions and complete all apprenticeship requirements. • Actively engage with mentoring, coaching and development opportunities. • Represent the school and Trust professionally at all times.
	Apprenticeship Requirements The post holder will: • Work towards successful completion of the Teaching Assistant Apprenticeship Standard. • Complete all required off-the-job learning and assessment activities. • Maintain an apprenticeship portfolio and evidence of progress. • Attend meetings with the apprenticeship training provider, mentor and assessor. • Demonstrate commitment to continuous professional development.
Supervision and Management	
The post holder has no supervisory responsibilities but is expected to work collaboratively with teaching and support staff and participate positively in induction, mentoring and training activities.	
Creativity and Innovation (i.e. Problem Solving)	

The jobholder works within school procedures, policies and approved methods and under the supervision of the Classroom Teacher.
Key Contacts And Relationships
The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care
Decision Making
The jobholder is expected to follow school procedures, and plans made by the Classroom Teacher.
Resources
The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.
Working Environment
The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.
Knowledge and Skills
New entrants may not be required to have a background in Learning Support work but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply learning support techniques. By the time the jobholder is fully competent in the job he/she will be operating at NVQ 2 (or equivalent) level with an understanding of different learning support needs and ways of meeting these. Please refer to the Person Specification for further information.
Other

The nature of the work requires the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The post holder will be responsible for personal Continued Professional Development.

The post holder will need to achieve a First Aid Certificate and administer first aid.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

(Signed on behalf of Pickwick Academy Trust)

Signed: 

Name: James Passmore

Job Title: Chief Executive Officer of Pickwick Academy Trust

Date: {{date}}

Signed: {signature}