

# Job Description

## Teaching Assistant Apprentice Early Years

Working Pattern	35 hours per week Term Time only
Grade	Apprenticeship Rates
Contract Type	Temporary whilst on the apprenticeship
Responsible to	Principal

### Purpose of the role

**To work under the instruction of Teachers and with the Teaching Support team, to assist in securing good educational progress and development for all pupils, including SEN pupils.**

The Early Years Teaching Assistant Apprentice will have a focus on addressing the needs of the children, and supporting them to overcome barriers to learning, encouraging them to achieve their full potential. This includes general support as directed by the Teacher, classroom management and assisting in the implementation of structured intervention programmes. This support will be delivered to children 1 to 1, in groups or as part of the whole class during school hours.

A key part of the role as an apprentice is to develop the skills required to be able to perform the role of a Qualified Teaching Assistant. This will involve completion of the Level 3 qualification in Supporting Teaching and Learning in Schools, or equivalent.

### Main Duties

- Supporting a lead teacher in creating a safe, nurturing environment for children under five by helping with learning activities, supervision children and maintaining records.
- Supervise children to ensure their safety, provide support for those with special needs and assist with care routines like feeding or nappy changing.
- Ensure the Nursery is a safe environment for children, that equipment is safe standards of hygiene are high, safety procedures are implemented at all times
- Assist in the preparation and cleaning up of activities
- Form and maintain a close, caring and purposeful relationship with pupils acting as a role model.
- Monitor pupils' responses to learning and accurately record achievement and progress as directed by the Teacher.
- Work with pupils in small groups to develop language skills and literacy levels outside the classroom environment.
- Assist with the supervision of pupils of out lesson times, breaktimes and lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

### Special conditions of service

- The postholder will be expected to complete the Level 3 Certificate in Supporting Teaching and Learning in Schools as part of their Apprenticeship contract.
- There may be a need to occasionally work outside of school hours and off school premises as required by the school.

## Other Duties

- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupil participation in learning activities, through supporting them to understand instructions and act independently as appropriate.
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- Promote positive values, attitudes and good pupil behaviour supporting the Teacher in dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all pupils.
- The post holder will be expected to complete the Level 3 Certificate in Supporting Teaching and Learning in Schools as part of their Apprenticeship contract
- Undertake further responsibilities as reasonably requested by the Principal or SLT.

## Trust/Academy wide Expectations

- Attend and participate in staff meetings, training and briefings as appropriate.
- Safeguarding: Promote and safeguard the welfare of children and young people; follow all safeguarding and child protection policies and training requirements
- Equality, diversity & inclusion: Uphold Trust policies and the Public Sector Equality Duty; model respectful, inclusive behaviours.
- Values; Actively model and promote the values of the Trust and Academy.
- Trust policies and procedures Health and Safety, confidentiality and GDPR regulations
- In all matters, be aware of the need for accountability and to represent the Trust's interests in the community.
- To undertake any other duties that are commensurate with the post.





