



**Support Service Team** | SEN

**Job Title:** Teaching Assistant Apprentice

**Grade:** Apprentice (Fixed-term for duration of apprenticeship programme)

**Post Objective:** To train and develop as a Teaching Assistant while working as part of the Special Educational Needs and Disabilities (SEND) Team. The role supports students with Education, Health and Care Plans (EHCPs) or on the Additional Needs Register to access the curriculum in mainstream lessons, small groups, or one-to-one interventions.

The post holder will work under supervision, developing skills and knowledge through practical experience and formal training as part of an apprenticeship programme.

**Accountable to:** Teaching Assistant

- Support for students**
- Develop an understanding of special educational needs through training and supported practice.
  - Support the educational and social development of students under close supervision and guidance.
  - Assist students to access learning through clarification, explanations, and supporting resources.
  - Encourage students to engage in lessons and activities led by the teacher.
  - Support students in building confidence, independence, and motivation.
  - Promote inclusion, ensuring all students feel supported and respected.
  - Build positive relationships with students, acting as a role model.
  - Support students wellbeing, safety, and engagement in lessons.
  - Assist, where appropriate and under supervision, with personal care or additional needs in line with training received.

- Support for the Teacher**
- Work under direction to support learning activities within the classroom.
  - Assist teachers in delivering differentiated activities for individuals or small groups
  - Learn to observe and provide feedback on student progress to teaching staff.
  - Support behaviour management strategies in line with school policies and guidance.
  - Assist in preparing learning materials and classroom resources.
  - Contribute to maintaining records of student progress as directed.

<b>Support for the Curriculum</b>	<ul style="list-style-type: none"> <li>▪ Support students in understanding instructions and completing tasks.</li> <li>▪ Assist with literacy, numeracy and communication development</li> <li>▪ Help prepare and organise equipment and learning materials.</li> <li>▪ Develop confidence in supporting curriculum delivery through ongoing training.</li> </ul>
<b>Apprenticeship Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate fully in the Teaching Assistant apprenticeship programme.</li> <li>• Attend off-the-job training sessions and complete required coursework/assignments.</li> <li>• Work towards achieving the relevant apprenticeship standard.</li> <li>• Engage in regular reviews with line manager and training provider.</li> <li>• Demonstrate commitment to personal and professional development.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Administer First Aid (training will be given)</li> <li>• Participate in training related to Evac chair, and personal hygiene, as required.</li> <li>• Participate in training and other learning activities and performance development (including first aid certificate) as required.</li> <li>• Assist with the supervision of students out of lesson times.</li> <li>• Accompany teaching staff and students on visits, trips and out of school activities as required.</li> <li>• To be aware of the Trust’s duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>• Some working flexibility will be required to meet the demands of this post.</li> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> <li>• To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.</li> <li>• To contribute to whole School and Trust events as and when required.</li> <li>• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li> <li>• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.</li> </ul>

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS**



## PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
<b>Qualifications</b>		
GCSE Maths & English Grade 4 (C) or above (or equivalent)	E	A
Willingness to undertake a TA apprenticeship qualification	E	A
<b>Knowledge and experience</b>		
Interest in working with children and young people	E	A/I
Understanding of or interest in supporting students with SEND	D	A/I
Experience working or volunteering with children (e.g. school, clubs, care)	D	A/I
Awareness of safeguarding (or willingness to learn)	E	A/I
<b>Skills</b>		
Basic IT skills, including microsoft office, Teams, etc	E	A
Ability to communicate clearly with young people and adults	E	A/I
Ability to build positive working relationships with students and staff	E	A/I
Willingness to learn and develop new skills	E	A/I
Ability to follow instructions and use initiative when appropriate	E	A/I
Good organisational skills and ability to manage time effectively	D	I
Ability to remain patient, calm, and supportive	E	I
<b>Personal attributes</b>		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application  
 I = Interview  
 T = Task/Activity  
 R = References



I confirm that I have received a copy of the above job description for this role.

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Date .....

Signature