

JOB DESCRIPTION

POST TITLE: Apprentice Teaching Assistant

GRADE: Apprentice Wage

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

To compliment the professional work of teachers by supporting learning activities, in line with school policies and procedures. This may involve supporting learning activities for individuals/groups or for whole classes. It will involve supporting assessment, recording and reporting on achievement, behaviour for learning, progress and development

Main Duties:

All of the below will be carried out under the guidance of experienced school practitioners:

- Develop good relationships with all of the children (ranging from 3 years to 11 years)
- Learn skills to be a Teaching Assistant
- Work with small groups or individuals following the teacher's planning/direction
- Supervise small groups indoors and outdoors
- Make observations and assessments of children and feedback to the class teacher
- Help to make a stimulating environment for the children indoors and outdoors, for example, with guidance setting up role play areas and making displays
- Support teacher's administration duties including photocopying, organising/making resources and mailing
- Support with school visits/outdoor activities
- Support in the classroom to ensure the inclusion of all children, including those with specific needs, both in learning activities and within the classroom
- Organise and safely manage the appropriate learning environment and resources
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Assist in maintaining records of pupil's progress
- Supervise pupils at times other than during lessons according to the school's duty arrangements
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school behaviour policy and encourage pupils to take responsibility for their own behaviour
- Work as part of the school team participating in CPD and training as required
- Awareness of and compliance with all school policies and procedures
- Contribute to the overall ethos/work/aims of the school
- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Complete all coursework and other activities in relation to the apprenticeship as required.

Health and Safety

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with

undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

Learning & Development

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

Commitment to Safeguarding Vulnerable Groups

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.