

Job Title:	Administration Assistant Apprentice (Level 3 or Level 5 – determined at interview)
Grade:	Apprenticeship Wage
Responsible To:	Headteacher
Key Relationships:	Senior Leaders/Staff/Parents/Pupils/ SENDCo
Job Purpose:	You will work under the direction of teachers and other professionals to support teaching, learning and the personal development of pupils. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils. The role may require cover for the wrap around care provision.

Main duties and responsibilities

1. To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
2. To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
5. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
6. To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
7. To promote the development of positive relationships and acceptable behaviour in accordance with school/college policy.
8. Support wrap-around care as part of your role.
9. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
10. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
11. To prepare and utilise ICT resources to support pupils learning.
12. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
13. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
14. To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.

15. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
16. To assist volunteers based in your work area, as appropriate.
17. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
18. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
19. To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
20. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
21. To undertake midday supervision duties.
22. To provide toileting support to pupils as necessary.
23. To support, as appropriate, in instances where pupils are unwell whilst at the school

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- a. The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974

(Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> Willingness to undertake the Level 3 Teaching Assistant or Level 5 Specialist Teaching Assistant apprenticeship training, determined at the start of employment based on experience. Level 2 qualifications in maths/numeracy and English/literacy OR <ul style="list-style-type: none"> Able to demonstrate competency in literacy and numeracy equivalent to level 2. 	✓ ✓		App/Doc App/Doc
Experience <ul style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting. Experience of supporting pupils in upper Key Stage 2. 	✓	✓	App/Int Ref App/Int Ref
Knowledge <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/Ref
Skills/Attributes <ul style="list-style-type: none"> Word processing and ICT skills – able to use a range of Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓ ✓		App/Int Int/ref Int/ref Int/ref Int/ref
General Circumstances <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations 	✓		Int
Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 	✓		Med

Key for Person Specification:

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)