



# Apprentice Teaching Assistant



Harbour  
Learning  
Trust

## Job Description: Apprentice Teaching Assistant

### Purpose of Post

- Teaching Assistants work with pupils over the whole age range as part of a team under the supervision of a Classroom Teacher / Senior Staff.
- To support pupils, including those with SEND, with their personal care needs; to work with other staff to further pupils' independence and to enable them to access the curriculum.
- The post holder will also perform other related practical duties to support learning.

Contract Type: Temporary (1yr)  
Salary: HMRC National Apprentice rate  
Actual Salary £11,544  
Hours: 32.5hours per week Term Time + 5 days  
Reports to: Academy Principal  
Location: Healing Academy

### Main duties and responsibilities

#### Assisting in Teaching & Learning

- Assist in the promotion of development and learning (physical, emotional and behavioural) within both the classroom and learning support area
- Work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons
- To work in accordance with the requirements of the teacher and in accordance with all policies, procedures and regulatory bodies.
- To contribute to the adaptations of lesson material in line with the requirements of the curriculum.
- To implement all required activities to meet pupil's needs and to provide development opportunities.
- Assist in the development and implementation of behaviour strategies including adhering to the behaviour for learning policy
- Establish constructive relationships with parent/carers and report information from parent/carers to the relevant member/s of staff.
- Monitor pupil's responses to learning activities and accurately record achievement/developments as directed.
- Contribute to statutory reviews of Education Health and Care Plan (EHCPs)
- To assist in the development, implementation and review of Pupil Passports and Individual Graduated Approach Plans (IGAPs)
- To create/develop resources to support pupils in their interventions and small group activities
- Monitor and track the impact of interventions

#### General

- Assist with lunch and break time supervision of pupils if required
- Carry out routine administrative tasks within the SEND department supporting the regular review of pupil passports and IGAPs
- Assist with the development of appropriate resources to support pupil(s).
- Assist in identified areas e.g. language, behaviour, reading, spelling, numeracy, handwriting / presentation and the use of ICT.
- Provide regular feedback about pupils to the teacher and other colleagues such as parents and external agencies
- Organise and participate in the supervision of individual and groups of pupils in dining, playground and circulation areas throughout the day. Ensure that children are engaged in appropriate activity and intervene to maintain behaviour standards are met and ensure wellbeing, safety and welfare.
- Participate in and support educational visits and outings to enhance the learning experience which may include responsibility for the group.
- Attend training courses to support and contribute to ongoing professional development.
- Attend staff training to maintain an awareness and understanding of current issues within the school and to provide and receive information and contribute to discussions.

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## Specification

## Essential

## Desirable

<p>Qualifications &amp; Training</p>	<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent, including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development and training</li> <li>• Safeguarding Certificate Level 1</li> <li>• First Aid Qualification</li> </ul>
<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Experience of working within an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with SEND/Co and external agencies when providing support to pupils</li> <li>• Experience of working with SEND pupils in an educational setting</li> </ul>
<p>Professional knowledge &amp; understanding</p>	<ul style="list-style-type: none"> <li>• Good written and oral communication skills with children and adults.</li> <li>• Knowledge of safeguarding procedures</li> <li>• Understanding of the differing needs of SEND pupils</li> </ul>	
<p>Skills</p>	<ul style="list-style-type: none"> <li>• Ability to work unsupervised and on own initiative</li> <li>• Ability to work as part of a team</li> </ul>	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> <li>• A flexible approach and a strong work ethic</li> <li>• Excellent time management and organisational skills</li> <li>• Attention to detail</li> <li>• High integrity with an ethically sound approach to building internal and external relationships</li> </ul>	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We passionately believe that every child should receive the very best education that prepares them fully for the future