



# Job Description

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**Job Title:** Apprentice Teaching Assistant

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**Location:** Elmsleigh Infant and Nursery  
School

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## Job Description

<b>Job Title</b>	Apprentice Teaching Assistant
<b>Location:</b>	Elmsleigh Infant and Nursery School
<b>Hours per week:</b>	32.5
<b>Weeks worked per year:</b>	Term Time Only + INSET Days
<b>Reporting to:</b>	Class Teacher
<b>Salary Scale:</b>	Apprentice Rate in Year 1 – Age related for subsequent years

### Main purpose of Role

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to support access to learning with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. The primary focus will be to ensure continued high quality learning and pupil achievement.

### Principal Accountabilities:

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>The post-holder will be required to demonstrate a high level of flexibility being prepared to work across the school in all Key Stages and with a wide range of children and young people with differing complex needs.</li> <li>The post holder will be required to support the Class Teacher to: <ul style="list-style-type: none"> <li>Engage and motivate pupils</li> <li>Improve the quality of pupils' learning</li> <li>Inspire trust and confidence in pupils and colleagues</li> <li>Build team commitment with colleagues and in the classroom</li> <li>Demonstrate analytical thinking</li> <li>Demonstrate empathy with and an appreciation of the care needs of pupils</li> </ul> </li> </ul>
<b>Teaching Assistant Agreed Framework Requirements</b>	<p>In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for the competencies listed below.</p> <p><b>PUPIL PROGRESS:</b></p> <ul style="list-style-type: none"> <li>Be a proactive part of the teaching team, ensuring that all pupils make good or better progress</li> <li>Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with the teacher, to support pupils' learning, well-being and progress</li> <li>Promote the inclusion and acceptance of all pupils within the classroom, school and wider community</li> <li>Encourage pupils to interact and work co-operatively in learning activities</li> <li>Promote independence and employ strategies to recognise and reward achievement of self-reliance and build self-esteem</li> </ul>

	<p><b>PROFESSIONAL PRACTICE:</b></p> <ul style="list-style-type: none"> <li>• Maintain, develop and apply professional knowledge to enable effective teaching and learning support</li> <li>• Share such knowledge with colleagues to improve whole school effectiveness</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs</li> <li>• Understand and apply the principles of good classroom management</li> <li>• Understand and apply a range of appropriate support strategies</li> <li>• Be conversant with the schools Safeguarding Policy and actively employ said policy in order to keep pupils across school safe</li> <li>• Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information</li> </ul>
<b>Other General Requirements</b>	<ul style="list-style-type: none"> <li>• Assist pupils in personal care and their additional needs including welfare matters e.g. changing, feeding, using specialist equipment.</li> <li>• Prepare the classroom as directed for lessons, clear afterwards and assist with and maintain displays of pupils' work, notice boards, shelving systems etc.</li> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities &amp; GDPR.</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade 4 or above GCSE English &amp; Maths (or equivalent).</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>A willingness to learn</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people with SEN.</li> <li>Experience of supporting young people with Physical needs, behaviour and /or learning difficulties</li> <li>Experience of working in classrooms setting</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Knowledge of personal care procedures and physical disabilities</li> <li>Good oral and written communication skills</li> <li>Good organisational skills</li> <li>Knowledge and use of Microsoft software and e mail</li> <li>Is adaptable to change/embraces and welcomes change</li> <li>Ability to maintain accurate records</li> <li>Ability to work constructively as part of a team and on own initiative</li> <li>Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>Able to form positive relationships</li> <li>Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes</li> </ul>

**Signed:**

**Date:**