

Job Description and Person Specification

Role	Apprentice Teaching Assistant
Grade and Range:	Apprenticeship
Department:	Teaching / Classroom Support
Accountable to:	Head Teacher (or designated member of SLT)

Position Overview

As an Apprentice Teaching Assistant, you will work towards becoming a skilled classroom practitioner by supporting pupils' learning and development under the guidance of experienced staff.

To work under the direction of teaching and senior staff to support the learning, development and inclusion of pupils, while undertaking a structured Level 3 Teaching Assistant apprenticeship.

The role involves supporting pupils individually and in groups, contributing to a positive learning environment, and developing the knowledge, skills and behaviours required to become a competent Teaching Assistant.

Main Duties

- Support pupils' learning in the classroom, working with individuals and small groups under the direction of the teacher
- Help pupils understand tasks, remain engaged and develop positive learning behaviours
- Support pupils with additional needs, including SEND, as directed
- Assist in the preparation of classroom resources and learning activities
- Observe and report on pupil progress to the teacher
- Promote positive behaviour and inclusion in line with school policies
- Support the creation of a safe, orderly and stimulating learning environment
- Assist with supervision of pupils, including breaktimes and school trips
- Carry out basic administrative tasks as required
- Work collaboratively with staff and contribute to the wider life of the school

Apprenticeship Responsibilities

- Undertake and complete the Level 3 Teaching Assistant apprenticeship programme
- Attend training and complete required coursework
- Apply learning from training within the workplace
- Take responsibility for own development with support from colleagues

Safeguarding

- Promote and safeguard the welfare of all children and young people in line with school and Trust policies
- Follow all safeguarding and child protection procedures and report concerns appropriately

General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and act as a positive example at all times
- Comply with policies and procedures relating to safeguarding, health and safety, confidentiality, data protection and security, reporting concerns as required
- Support equality, diversity and inclusion for all pupils
- Contribute to the overall aims of the Flying High Partnership as an active member of the school
- Attend and participate in relevant meetings as required
- Participate in training, learning activities and performance development
- Recognise own strengths and areas for development and seek to improve
- Work flexibly as a supportive member of the team
- Undertake other duties appropriate to an apprentice role

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
A good standard of secondary education to GCSE level or equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
Willingness to undertake a Level 3 Teaching Assistant apprenticeship	AF/I	
Experience		
Experience of working with children or young people		AF
Experience of working as part of a team	I	
Experience of supporting learning or activities (formal or informal)		AF
Experience of handling sensitive information with professionalism and confidentiality	I	
Ability to manage time and follow instructions effectively	I	
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident in following through on tasks	I	
Proactive	I	
Positive attitude	I	

Demonstrates resilience	I	
Able to build effective working relationships	I	
Skills		
Ability to communicate clearly with a range of audiences	AF/AST	
Good organisation and time management skills	I/AST	
Ability to prioritise tasks and follow direction	I	
Attention to detail	AST	
Basic IT skills (e.g. Microsoft Office, email)	AF/I	
Ability to observe and report information clearly	I	
Attributes		
Demonstrates understanding of the Flying High Partnership vision and values	I	
Commitment to own professional development		AF/I
Committed to supporting children's learning and wellbeing	I	
Other		
Occasional work outside normal working hours (with notice)		I
Commitment to contribute to wider school and Trust activities		I
Ability to travel to Trust sites where required		I