



## Job Description and Person Specification

Post title:	Apprentice Teaching Assistant
Accountable to:	
Post holder name:	
Post holder signature:	

## ROLE OVERVIEW:

To work under the direction of teaching staff, usually within the classroom. Provide general support to the teacher in the care of pupils/students as a class or to pupils/students with SEND.

## KEY ACCOUNTABILITIES:

### SUPPORT TO PUPILS / STUDENTS

- Establish effective relationships with pupils/students in the classroom.
- Supporting pupils/students learning within the classroom, including pupils/students with SEND, helping them overcome barriers to learning and access mainstream lessons.
- Supervise and support pupils/students ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils/students on visits, trips, and out of school activities as required.
- Encourage pupils/students to interact with others and engage in activities led by the teacher.
- Promote the inclusion and acceptance of all pupils/students within the classroom.

### SUPPORT TO TEACHERS

- Prepare classroom for lessons, assist with and maintain displays, notice boards, and shelving systems.
- Undertake routine administrative tasks e.g. pupil/student record keeping.
- Support the teacher in managing pupil behaviour, escalating if appropriate.

### SUPPORT TO THE CURRICULUM

Under the direction of a qualified teacher:

- Support pupils/students to understand instructions in relation to the relevant curriculum subject.
- Prepare and maintain general equipment and resources as directed by the teacher.
- Attend training sessions as required for CPD purposes and to ensure the appropriate skill level is obtained to undertake the role.

### SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: APPRENTICE TEACHING ASSISTANT

Education & Qualifications	Essential	Desirable
A good standard in education 5 or more GCSEs at grade 4 and above including Maths and English.	✓	
Good level of ICT skills including Microsoft Office package.	✓	
Experience		
Experience working with or caring with children of relevant age group.	✓	
Knowledge & Skills		
Good communication skills.	✓	
Ability to relate well to children and adults.	✓	
Have good organisational skills.	✓	
Ability to work constructively as part of a team and on own initiative.	✓	
Use basic technology e.g. computer, photocopier.	✓	
Have a flexible approach to work and be prepared to undertake routine administrative tasks outside of the classroom if required.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites		✓
Is fluent in the use of the English language	✓	