

## Job Description: Apprentice Teaching Assistant

Responsible to: SENDCo

### Purpose of the Role

To support teaching and learning across the school under the guidance of teachers and senior staff, while completing the required qualifications for the Teaching Assistant Apprenticeship. The apprentice will learn how to assist in the delivery of high-quality education, help pupils make progress, and contribute to the wider life of the school.

### Key Responsibilities

#### Supporting Pupils

- Work with individuals or small groups of pupils as directed by the class teacher.
- Help pupils to engage in learning activities and develop independence.
- Support pupils with additional needs, adapting activities where required.
- Promote the inclusion, safety and wellbeing of all pupils.
- Help pupils understand instructions and complete tasks.

#### Supporting Teaching and Learning

- Assist teachers in preparing, organising and maintaining resources and equipment.
- Support classroom management, behaviour expectations and routines.
- Contribute to setting up and tidying learning environments, displays and materials.
- Help monitor pupils' progress and report observations to the teacher.
- Support the implementation of individual learning plans or behaviour plans where needed.

#### Supporting the School

- Develop positive relationships with staff, pupils, families and the wider school community.
- Uphold the values, ethos and safeguarding expectations of the school.
- Participate in training, mentoring and coursework requirements linked to the apprenticeship.
- Assist with school events, activities, clubs or supervision duties as required.
- Maintain confidentiality and follow all school policies and procedures.

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## Training and Development

The apprentice will receive:

- On-the-job training from experienced staff.
- Regular mentoring and review meetings.
- Off-the-job training time to complete the apprenticeship qualification.
- Opportunities to observe high-quality classroom practice and broaden their skillset.

## Person Specification

### Skills

- Good communication skills (written and verbal).
- Ability to work well with others and follow instructions.
- Organised, punctual and able to manage time effectively.
- Basic ICT skills (word processing, email, internet).
- Ability to use initiative when required.

### Personal Qualities

- Enthusiastic and keen to learn.
  - Caring, patient and supportive.
  - Positive attitude and willingness to get involved.
  - Reliable, professional and well-presented.
  - Committed to the welfare and progress of children.
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