



David Ross Education Trust  
Broadening Horizons

## JOB

## DESCRIPTION

Job Title:

**Teaching Assistant Apprentice**

Location:

**Barnes Wallis Academy**

### **Job Purpose:**

To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher. To provide support to the Head teacher\Teacher across a range of child focussed activities, to promote child development and learning.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

SENDCo

# KEY RESPONSIBILITIES

## MAIN DUTIES

This Job Description is not a comprehensive definition of the post. Regular discussions will take place to clarify individual responsibilities within the general framework and character of the post, as identified below.

- ★ As part of your apprenticeship you will be given dedicated time, training and support to help you achieve a recognised Teaching Assistant qualification.
- ★ Develop an in depth understanding of the specific needs of individual and groups of student(s)
- ★ Guide, support and empower students to develop and work towards individual personal care objectives and enhance personal, emotional and social development.
- ★ Assess, plan, organise and provide practical assistance in relation to identified physical needs e.g. transportation, dressing, Hygiene, mealtimes, and organisation of learning equipment to support personal, health, social and emotional development (PHSE) to promote independence.
- ★ Observe individuals and groups of students' personal, social and learning achievements. Maintain appropriate records, monitor progression and attainment and provide reports and information to inform and support the assessment process.
- ★ Plan, organise and undertake routine learning activities with either individuals or groups of students to facilitate their physical, emotional, social and educational development.
- ★ Monitor student's and young people's conduct and behaviour throughout the mainstream learning process and intervene to resolve complex, difficult or challenging issues using appropriate techniques, skills, strategies and routine sanctions to de-escalate potentially very difficult situations or resolve conflict with individual and groups of students. Establish, maintain or restore a safe and calm atmosphere conducive to learning which ensures the safety and wellbeing of students, staff and visitors.
- ★ Providing guidance, assistance, information and support to engage all students in learning activities to enable informed choices about educational and life opportunities.
- ★ Carrying out routine administrative tasks i.e. photocopying, basic record keeping, and basic IT skills.
- ★ Evaluate individual student contribution and provide feedback to the teacher and other colleagues suggesting alternative methods of differentiation that respond to identified needs.
- ★ Preparing and clearing up classroom materials and learning areas ensuring that they are available for use.
- ★ Present displays in the allocated learning environment to enhance the learning experience and celebrate the achievements of students and provide information.
- ★ Organise and participate in the supervision of individuals and groups of students in dining, playground and circulation areas throughout the day. Ensure that students are engaged in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare.
- ★ Participate in the organisation of and support educational visits and outings to enhance the students' learning experience.
- ★ Attend training courses to respond to identified needs, support the Academy and contribute to on-going professional development.
- ★ Attend staff meetings to maintain an awareness and understanding of current issues within the Academy and to provide and receive information, contribute to and inform discussion.
- ★ Assisting educational and therapeutic professionals in delivering specialist support programmes to support students' needs.
- ★ To contribute to the co-curricular and House activities programme.
- ★ To meet the reasonable expectations and requests of the Principal, to serve the needs of the Academy's students and staff, as expressed in the support staff contract.

## MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

### Frequent working contact with:

- ★ **Heads of Faculty/Subject** as appropriate and in review.
- ★ **Teachers** – to work with the teacher in the planning, preparation and delivery of a broad and balanced curriculum relevant to each student's individual needs.
- ★ **Students** – to support, assist and enable them to access the curriculum and develop social and independence skills to the best of their ability. Deliver allocated specific learning activities.
- ★ **Other staff** – to work as part of a team with all student related staff, to keep them informed of areas of concern and student's needs, particularly when handing over at the end of a session or day.
- ★ **Parents** – to exchange personal information concerning individual students and provide routine guidance and advice related to student(s) learning.

### OTHER

- ★ Operate at all times within the stated policies and practices of the school.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ A pass in GCSE English and Maths, or equivalent	✓	
★ 5 GCSE Grades at grade 4 (or C) or above		✓
<b>Knowledge, Skills and Experience</b>		
★ Experience of working with children or young people		✓
★ Experience of working in an educational environment		✓
★ An understanding of the teaching and learning process		✓
<b>Professional Development</b>		
★ Ability to engage with a wide range of students from different backgrounds	✓	
★ Ability to work collaboratively with colleagues across the academy	✓	
★ Be able to work under pressure and prioritise your own workload	✓	
★ Be able to inspire, motivate and enthuse students throughout the academy	✓	
★ Ability to safely manage classroom activities and learning resources	✓	
★ Be willing to be involved in the wider life of the academy community	✓	
★ Be professional in appearance, punctuality and attendance	✓	
<b>Equal Opportunities</b>		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	

Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy 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.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*