

JOB DESCRIPTION

Job Title:	Apprentice Teaching Assistant
Apprenticeship Level:	Level 3
Duration	21-24 months
Training:	During the Apprenticeship you will be assigned a Trainer Assessor from Lift Schools to work with you on the Apprenticeship programme. <i>You may also be required to complete English/Maths Level 2 Functional Skills (this will be determined by existing GCSE qualifications).</i>
Apprentice Pay Rate:	SRWA offer an Enhanced Apprentice Pay Rate of £10.18ph , paid from the commencement of any Apprenticeship contract, irrespective of age*; those aged 21 or over will receive a higher hourly rate after 12 months. <i>*The National Minimum Wage for all Apprentices is £8ph in their first year.</i>
Place of work:	The Sir Robert Woodard Academy
Working hours:	37 hours per week, Term time + all inset days (39 weeks per year) to include at least 20% of working hours allocated to training and development.
Reports to:	SENDCO

Role context and purpose:

- Under the direction of the SENDCo, the Inclusion Manager and/or teaching staff, to support targeted students or groups of students with their learning, to enable those students to access the curriculum.
- To complete the training programme for the Apprenticeship Level 3, using work experience gained to support this.

Main Responsibilities:

- To assist students in accessing learning activities as directed by the teacher, being aware of and supporting differences, to ensure all students have equal access to opportunities to learn and develop
- To undertake classroom support to further the learning of individual or small groups of students, especially those with SEND needs
- To understand and support the independent learning and inclusion of all students
- To support teaching staff in the preparation of all appropriate learning resources
- To set up and clear away classroom materials, resources, displays and learning areas, ensuring they are available for use by others
- To undertake assessment activities as directed by the teacher
- To assist teaching staff in evaluating and adjusting work programmes and intervention strategies for students as appropriate

- To monitor and evaluate student responses to planned learning activities, observing and recording achievement against pre-determined learning objectives
- To provide feedback to teachers and/or students about the level of progress and attainment made with regard to a learning objective
- To help students manage their emotions and behaviour, promoting positive values, positive attitudes to learning and good student behaviour
- To liaise positively with parents/carers where necessary
- To complete records and update systems as required
- To assist with the implementation of any special examination arrangements as required
- To attend meetings of SEND staff and other relevant staff meetings, and the occasional parents' evening if reasonably required
- To assist in supervising students, including during their break or lunch periods, as required
- To assist in escorting and supervising students on educational trips and out of school activities
- To participate in the school's performance management process
- To undertake any other duties as may be deemed necessary to carry out the role successfully or are commensurate with the role.

Additional expectations:

All staff are expected to:

- Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion
- Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- Follow Trust policy and procedures in relation to keeping children safe in education
- Observe health and safety requirements and play their part in ensuring a safe working environment
- Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to the Trust's commitment to each student gaining meaningful enriching experiences.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and a Barred List check.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.



The Sir Robert Woodard Academy



This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.