

## Inspire Partnership Academy Trust Apprentice Teaching Assistant Job Description

Role:	Apprentice Teaching Assistant
Location:	The job holder will primarily be based at one school which will be Elaine Primary School but will be required to provide cover at other Medway schools according to operational need.
Hours:	30 hours a week - Term time only
Salary:	Apprenticeship Starting Salary xxxx
Application deadline:	23rd June 2026
Interviews:	week commencing 29th June 2026
Start date:	September 2026 (Apprentice TA course runs for approx 15 months)

### What You Will Do

- Support Learning: Help individual pupils or small groups with reading, writing, and classroom activities.
- Create a Great Environment: Help the teacher prepare resources, set up learning spaces, and create vibrant classroom displays.
- Encourage and Motivate: Build positive relationships with pupils, boost their confidence, and help them overcome learning challenges.
- Keep Children Safe: Maintain a safe, happy, and inclusive environment by following our school safeguarding procedures.

### What We Are Looking For

You don't need years of classroom experience to apply—we will teach you the ropes! What matters most to us is your attitude:

- A genuine passion for working with children and young people.
- Excellent communication skills and a patient, caring nature.
- A reliable, hardworking team player with a "can-do" attitude.
- Grade C/4 or above in GCSE English and Maths (or equivalent), or a willingness to work toward them alongside your apprenticeship.

### Why Work With Us?

- Full training and mentorship from experienced school staff.
- Paid time during the school week to focus on your studies.
- A friendly, collaborative working environment.
- Clear pathways for career progression into permanent TA positions or higher-level roles.

## Purpose of Job

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with an EHCP or additional educational needs throughout the Key Stages.

## Duties and Responsibilities

Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with EHCPs and/or children with additional educational needs in order to aid teaching in the classroom.

To work with the class teacher and SENCo to assist in drawing up and undertaking the delivery of the individual pupil learning programmes.

Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision in order to ensure documentation of all interventions with the children.

To prepare scaffolded work/materials for pupils' use (under the direction of the teacher).

Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.

Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.

To ensure that children receive their statutory Duty of Care in a caring environment.

To participate in In-Service Training and attend staff meetings where appropriate.

To supervise pupils in the premises according to agreed rotas.

To respect confidentiality at all times.

To hold regular liaison time with the class teacher / SENCo and other support staff involved in the classroom.

To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines.

## Organisation

Responsible to DHT/SENCo/Headteacher.

The post holder is responsible to the class teacher on a daily basis.

## Safeguarding

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Headteacher and will be reviewed annually