

DOWNSSELL PRIMARY SCHOOL
Apprentice Teaching Assistant
Level 3



Downsell Primary School
Learning Today, Leading Tomorrow

JOB DESCRIPTION

Post: Apprentice Teaching Assistant

Grade: L3 Apprentice

Salary Range: Actual £20,278 TTO

Hours: 32.5 hours per week, (Monday – Friday 8.30am – 3.30pm, 30 minute lunch break)

Contract: Fixed term

Responsible to: Headteacher/Deputy Headteacher/Inclusion Manager

Job Purpose

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom while studying a Level 3 Teaching Assistant Apprenticeship.

Key External Contacts

- Parents, carers

Key Internal Contacts

- Head Teacher, Teaching staff, pupils, support staff

Major Tasks, Duties and Responsibilities

1 Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- To work with individual children who have Educational Health Care Plans
- To work alongside the class teacher, support staff and in close liaison with the SENDCo in reviewing children's progress, setting new targets and preparing relevant materials
- To be aware of and follow all school procedures as outlined in the SEND Policy
- Escort targeted children on visits out of school when this is part of the teachers planning and learning objectives
- To attend reviews and planning meetings wherever possible
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- To assist individual students and groups complete learning activities to support the teacher's approach
- Under the direction of the class teacher, implement planned learning activities
- To enable students to be included in all aspects of school life
- To ensure students' safety at all times, both in and out of the classroom
- To supervise pupils during break and lunch time as required
- To be aware of, and maintain, appropriate confidentiality

2 *Support for Teacher*

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Prepare a range of appropriate resources, to suit individual needs of pupils
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Provide information to the class teacher on monitoring, assessing and recording pupil progress
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed

- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

3 Support for the curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

4 Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professional
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Training will be provided in those areas as the apprentice will be in learning and development

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced CRB Disclosure.

Apprentice Teaching Assistant

Person Specification

1. Experience

- 1.1 Working with or caring for children of relevant age

2. Qualifications

- 2.1 GCSE or equivalent English (Grade 4) Essential
GCSE or equivalent Maths (Grade 4) Essential
- 2.2 Participate in development and training opportunities
- 2.3 Willingness to obtain first aid qualification desirable

3. Knowledge, Skills and Abilities

- 3.1 Communication skills
- 3.2 IT skills
- 3.3 Attention to detail
- 3.4 Team working
- 3.5 Creative
- 3.6 Non judgemental
- 3.7 Patience
- 3.8 Appropriate knowledge of first aid (training will be provided)
- 3.9 Ability to relate well to children and adults
- 3.10 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.