

**Head Teacher:** Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL

**Deputy Head:** Mrs Lisa Kay, BEd (Hons), NPQH

## JOB DESCRIPTION

**Job Title:** Teaching Assistant Apprentice

**Salary Grade:** National Apprenticeship Wage

**Accountable to:** Head Teacher and Phase Leader

### Post Objective

To contribute to School objectives by effectively and efficiently undertaking a range of duties to support the excellent teaching and learning of pupils; providing general and specific assistance to pupils in all aspects of the curriculum under the strategic direction of the Head teacher and with daily guidance and supervision from the classroom teacher.

To promote and actively support the values and ethos of the school.

### Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Under the professional direction and supervision of a qualified teacher, deliver planned activities for individuals and groups to allocated pupils, in small groups or individually, differentiating and adapting learning programmes to suit individual need.
- 2) Contribute to the delivery of a variety of classroom activities, visits and IEP's, including the preparation of materials, within the framework set by the teacher.
- 3) To actively engage in the use of a range of ICT tools and equipment employed in the classroom to enrich teaching and learning.
- 4) To support the teacher in the delivery of specific Educational Health and Care Plans for those pupils with Special Educational Needs / Disability, in liaison with health care/other professionals.
- 5) Monitor and contribute to the assessment and recording of children's development and be involved in the sharing of this information
- 6) Prepare the learning environment and resources as per plans, including photocopying, filing and the display and presentation of pupils work whilst contributing to ensuring a safe environment.
- 7) Promote outstanding pupil behaviour in line with the school's Behaviour Policy and provide support for their social and emotional well-being, reporting any problems to the teacher and/or Safeguarding Team as appropriate and in line with school policies.
- 8) Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.

- 9) Provide intimate care and First Aid to pupils as necessary and appropriate.
- 10) Responsible for supervision and safe use of equipment and materials including classroom, PE/games/gymnasium, internally and externally ensuring the careful use of the school premises/site by pupils in your care.
- 11) Develop and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors, external professionals and agencies.
- 12) Promote and support the role of parent/carers in pupils' learning and enabling constructive information sharing about progress and achievement.
- 13) Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.
- 14) Participate in the delivery of local and national initiatives, as determined by the class teacher.
- 15) Support the safeguarding and welfare of pupils at all times, and report any concerns to the Safeguarding Team in line with school policies.
- 16) To enrol on a course leading to a Level 3 Teaching Assistant qualification with the chosen training provider.
- 17) To attend online or in-person training sessions as required by the training provider.
- 18) To liaise with mentor/supervisor and complete assignments as required, in order to fulfil the requirements of the apprenticeship.

#### **Generic duties**

- 19) Actively participate in and contribute to staff meetings and INSET.
- 20) To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
- 21) Act in accordance with all school policies and procedures and relevant legislation, particularly in relation to safeguarding, health and safety and behaviour management.

**This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher, however the responsibility level should not exceed those outlined above.**

**Postholder Name .....**

**Signature .....** **Date .....**