**JOB DESCRIPTION**

| **Post Title: APPRENTICE TEACHING ASSISTANT** | **Director/Service/Sector :** | **Office Use** |
|---|---|---|
| | **Workplace: Highfield Middle School** | |
| **Responsible to: SENCOs/SLT** | | |

**Job Purpose:**

**The aim** of this post is to assist in delivering an outstanding indoor and outdoor curriculum which develops children's skills particularly in communication, language, literacy, and personal, social, and relationship skills.

There are 3 aspects to this post

- Working with an identified key stage.
- Being a TA supporting children's learning across an identified key stage.
- Being a member of the key support Team

| **Resources** | Staff | None |
|---|---|---|
| | Finance | Collecting Money |
| | Physical | School and Classroom Resources |
| | Clients | Teachers, Groups of Children |

**Duties and key result areas:**

**Support for Pupils**

1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.

2. Supervise and support children in their access of learning.

3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.

4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.

5. Encourage children to play and interact with one another.

6. Encourage children to engage in, and participate in learning activities lead by the class teacher.

7. To have challenging expectations that encourages children to act independently and build self esteem.

8. Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.

**Support for the Teacher**

***Working under guidance of the teacher :***

**As a Key Worker** you will take responsibility for a group of identified children this will involve

- Building good constructive relationships with children, parents/carers and outside agencies to support pupils' learning and progress
- Monitoring and recording the children's

- o attendance
- o progress, attainment and development

• Tracking progress against targets at agreed time intervals
• Reporting to parents

**As a TA** supporting children's learning across an identified key stage by

• Planning, delivering and resourcing learning activities under the direction and guidance of the class teacher
- o Effectively communicate the work to the pupils and ensure that pupils are aware of the teacher's expectations.
- o Encourage pupils to work co-operatively with others to ensure all are engaged and on task.
- o Respond knowledgeably to any questions from pupils
- o Differentiate the delivery of the learning activities through appropriate questioning, support or extension
- o Report to teachers on the behaviour of pupils and any issues arising.

1. Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.

2. Assist the supervising teacher with the planning of learning activities.

3. As directed by the class teacher / Level 3 Teaching Assistant:
   - Prepare the classroom prior to a lesson
   - Clear up after a lesson
   - Assist with the display of pupils' work

4. Report to the classroom teacher, as agreed, on:
   - Pupil problems
   - Pupil progress
   - Pupil achievements

5. Undertake the maintenance of pupils' records as directed by the class teacher.

6. Support the teacher in the management of pupil behaviour.

7. Gather information from parents and carers as directed by the class teacher.

8. Establish constructive relationships with parents and carers.

9.. Provide the classroom teacher with clerical and admin support, particularly:
   - Undertaking bulk photocopying
   - Word processing
   - Filing
   - Collecting money

**Support for the Curriculum**

1. Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.

2. Help pupils to understand instructions

3. Support pupil learning with respect to all of the local and national learning strategies

4.. Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

**Support for the School**

1. Comply with all school policies relating to:
    - Health and Safety
    - Equal Opportunities
    - Child Protection
    - Confidentiality and data protection.

2. Work in such a way as to promote the ethos and vision of the school.

3. Participate in training and development, and activities that contribute to the management of performance.

4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

| **Work Arrangements** | |
|---|---|
| Transport requirements: | None |
| Working patterns: | Normal hours |
| Working conditions: | In the classroom and outdoor area |

**PERSON SPECIFICATION**

| **Post Title: Apprentice Teaching Assistant -** KS2/KS3 | **Director/Service/Sector: Children's Services** | Ref: |
|---|---|---|
| **Essential** | **Desirable** | **Assess by** |
| **Knowledge and Qualifications** | | |
| Good numeracy and literacy skills; | | (a), (i) |
| **Experience** | | |
| | Working with or caring for children of the relevant age | (a), (i) |
| **Skills and competencies** | | |
| Good ICT skills and ability to use other types of learning technology:<br>● Photocopying<br>● Whiteboards<br>● Tablets or other electronic devises<br><br>Understanding of codes of practice and recent relevant education;<br><br>Basic understanding of child development<br><br>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.<br><br>Appropriate first aid knowledge or willingness to gain | Knowledge of restraint techniques. | (a), (i),<br>(r) |
| **Other** | | |
| Willingness to participate in training and personal development | | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits