**St. Michael’s C of E Primary School**

**Job Description**

**POST**: **Teaching Assistant Apprentice**

**RESPONSIBLE TO:** TheHeadteacher, under the day-to-day management and leadership of the Head of School and Team Leaders.

**JOB PURPOSE:**

­­­­­­­­­­­­­­­­St. Michael’s C of E Primary School is keen to develop a pro-active apprentice with a ‘can do’ mature approach to work and training. Your key role will be to provide support to Teachers and qualified Teaching Assistants in classes across the school.

**specific responsibilities:**

**training and development**

1. To attain the Level 2 / 3 qualification by attending tutorials and completing all assignments set.
2. To attend training sessions as appropriate, this may include off-site training days.
3. To undertake responsibility for improving your own practice through observation of more experienced colleagues, participating in all available training opportunities, coaching, working with a mentor, self-evaluation and performance management, including the school’s training days.

**SUPPORT FOR PUPILS**

1. To raise pupil achievement by supporting the class teacher and phase team to develop outstanding practice.
2. Under supervision, assist with the physical management and personal care needs for children (including basic First Aid, where appropriate).
3. Work with individual and groups of children to encourage them to achieve greater independence and self-confidence.
4. Establish constructive relationships with parents and carers, promoting the school’s policies.
5. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
6. Supervise and provide particular support for pupils, including those with special needs, ensuring their access to learning resources.
7. Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
8. Support the implementation of Education and Health Care Plans, Behaviour Plans, personal care programmes, curriculum planning and assessment.
9. To evaluate learning and provide feedback to the teacher / parent / agency as needed.

**SUPPORT FOR TEACHERS**

1. Follow the instructions of the class teachers and teaching assistants with planning, delivery and evaluation of differentiated and varied learning activities.
2. Promote good pupil behaviour, dealing promptly with conflicts in line with school protocols and school behaviour policies.
3. Contribute towards resourcing teaching, by developing and making resources as necessary for children in the class or year group.
4. Listen to children read, read stories and tell stories to individuals or groups of children.
5. Work with pupils on programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy, early years, recording achievement, progress and feeding back to the teacher.
6. Monitor pupils’ responses to learning activities and achievement as directed.
7. Provide detailed feedback to teachers on pupils’ achievement, progress, problems etc. as requested.
8. Under the guidance of more experienced colleagues, learn to undertake pupil record-keeping as requested.
9. Under the guidance of more experienced colleagues, assist with the collation of pupil reports as requested by the teacher. This may involve data input.
10. Support the effective use of ICT in learning activities and develop pupils’ competence and independence in its use.
11. Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. To clear away resources and materials after lessons.
12. Assist with the display of pupils’ work in the classroom and around school.
13. Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
14. Undertake routine administrative tasks e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, reproducing work sheets for agreed activities.

**SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
2. Contribute to the overall work, smooth running and ethos of the school.
3. Appreciate and support the role of other people in the team.
4. Attend and participate in meetings as required.
5. Participate in the school’s Performance Management process.
6. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

**Person Specification**

**Teaching Assistant Apprentice**

|  |  |  |
| --- | --- | --- |
|  | **Essential Criteria** | **How Assessed** |
| **Education & Qualifications** | 5 GCSEs, grade A-C (or equivalent), including English and Mathematics and ICT.  Outstanding candidates who do not have GCSE ICT (or recognised equivalent) may be considered but they must achieve it by the end of the apprenticeship in order to receive the Level 3 qualification.  Experience of working with children in a primary school. | Application Form, Certificates & References |
| **Experience, Skills and Knowledge** | Commitment to developing an excellent understanding of a child’s development and learning  Commitment to developing an understanding of working with children with a range of additional educational needs.  Commitment to gaining an understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role  Commitment to developing an understanding of national/ EYFS curriculum and other relevant learning programmes/strategies.  A good understanding of ICT  Good communication skills  Good organisational skills, ability to show initiative | Application Form, Interview & References |
| **Personal Qualities** | Ability to motivate and encourage children to meet their targets for learning and/or behaviour.  Ability to build effective relationships with pupils’ families, liaising sensitively & effectively with them, recognising your role in pupils’ learning.    To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.  To be a good role model.  Emotional resilience in working with a range of challenging situations.  Ability to demonstrate patience with firmness.  To constantly improve own practice/knowledge through reflection, self-evaluation and learning from others.  Have a willingness to demonstrate commitment to the values and ethos of the school. | Application Form, Interview & References |
| **Work Circumstances** | To work flexibly as the workload demands  Occasional out of hours working to support school functions  This post is subject to safeguarding and qualification checks | Interview & References |

*St. Michael’s C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.  
  
Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the “disqualification by association” declaration form. Should you be successful in your application for this post, your appointment cannot be progressed without this declaration.*