

**Seaham Harbour Nursery School**

**Job Description – Apprentice Teaching Assistant**

|  |  |
| --- | --- |
| **Post:** | Teaching Assistant Apprentice |
| **Responsible to:** | The Headteacher and under the day-to-day management of the class teacher (Deputy Headteacher) |
| **Job Purpose:** | Seaham Harbour Nursery School is keen to develop a pro-active apprentice with a ‘can do’ mature approach to work and training. To work under the instruction/guidance of senior/teaching staff to support the delivery of high quality learning and teaching and to help raise standards of achievement for all children.  |

**Duties and Responsibilities**

**Training and Development:**

* To attain the Level 3 qualification by attending tutorials and completing all assignments set
* To attend training sessions as appropriate, this may include off-site training days
* 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 Children, Staff and School:**

* To raise pupil achievement by supporting the staff team to develop outstanding practice
* Under supervision, assist with the physical management and personal care needs for children (including basic First Aid, where appropriate)
* Work with individual and groups of children to encourage them to achieve greater independence and self-confidence
* Assist children with eating, dressing and hygiene, as required, whilst encouraging independence
* Establish constructive relationships with parents and carers, promoting the school’s policies
* Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations
* Support children’s learning through play and planned learning activities
* Promote inclusion and acceptance of all children including those with special needs, ensuring their access to learning opportunities
* Follow the instructions of the class teachers and teaching assistants with planning, delivery and evaluation of differentiated and varied learning activities
* Promote good pupil behaviour, dealing promptly with conflicts in line with school protocols and school behaviour policies
* Contribute towards resourcing teaching, by developing and making resources as necessary for children in the class or year group
* Read stories and tell stories to individuals or groups of children
* Monitor children’s responses to learning activities and achievement as directed
* Provide detailed feedback to teachers on children’ achievement, progress, problems etc. as requested
* Under the guidance of more experienced colleagues, learn to undertake pupil record-keeping as requested
* Support the effective use of ICT in learning activities and develop children’ competence and independence in its use
* Maintain a purposeful, orderly and supportive environment
* Assist with the display of children’s work in the classroom and around school
* Prepare, maintain and use equipment/resources required to meet the learning activity and assist children in their use
* Undertake routine administrative tasks applicable to the role
* 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
* Show a duty of care to children and staff and take appropriate action to comply with health and safety requirements at all times
* Contribute to the overall work, smooth running and ethos of the school
* Maintain good relationships with colleagues and work together as a team
* Appreciate and support the role of other professionals
* Attend and participate in meetings as required
* Participate in training and other learning activities and performance development as required
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonable fall within the level of responsibility and the competence of the post as directed by the Headteacher.