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**Job Description**

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

**RESPONSIBLE TO:** TheExecutive Headteacher, under the day-to-day management and leadership of the Head of School and the EYFS leader.

**JOB PURPOSE:**

Ox Close 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 part of the EYFS team and to provide the very best level of support and care to the children and to support other Teaching Assistants and teachers in achieving this.

**specific responsibilities:**

**training and development**

1. To attain the Level 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 teachers and Teaching Assistants in EyFS to further 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 and to support them in fulfilling their learning potential
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 AND OTHER TEACHING ASSISTANTS**

1. Follow the instructions of the class teachers 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.
4. Listen to children read, read stories and tell stories to individuals or groups of children.
5. Work with pupils individually and in groups on learning activities linked to the EyFS profile as directed by the teachers, recording achievement, progress and feeding back to the teachers and Teaching Assistants.
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 colleagues, learn to undertake pupil record-keeping as requested.
9. Under the guidance of more experienced colleagues, assist with the administration of the EyFS profile and Learning Journals.
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.