

## **Ferryhill Business and Enterprise College**



<b>Job Title:</b>	Teaching Assistant Apprentice
<b>Grade:</b>	£4.30 per hour for the first year initially
<b>Hours:</b>	Fixed Term – Term Time only contract for 15 months (32.5 hours per week)
<b>Reporting to:</b>	SENCO – Day to Day

### **Job Purpose:**

Ferryhill Business & Enterprise College is keen to develop a pro-active apprentice with a 'can do' mature approach to work and training. To work under the direct instruction of teaching or senior member of staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher or senior member of staff. To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below.

### **SPECIFIC 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 PUPILS**

- To raise pupil achievement by supporting the class teacher and pastoral team to develop outstanding practice.
- Work with individual and groups of children to encourage them to achieve greater independence and self-confidence.
- Establish constructive relationships with parents and carers, promoting the school's policies.
- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their access to learning resources.
- 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.

- Support the implementation of Education and Health Care Plans, behaviour support plans, personal care programmes, curriculum planning and assessment.
- To evaluate learning and provide feedback to the teacher / parent / agency as needed.

### **SUPPORT FOR TEACHERS**

- 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.
- Listen to children read, read stories and tell stories to individuals or groups of children.
- Work with pupils on programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy, recording achievement, progress and feeding back to the teacher.
- Monitor pupils' responses to learning activities and achievement as directed.
- Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested.
- Under the guidance of more experienced colleagues, learn to undertake pupil record-keeping as requested.
- Under the guidance of more experienced colleagues, assist with the collation of pupil reports as requested by the teacher. This may involve data input.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. To clear away resources and materials after lessons.
- Assist with the display of pupils' work in the classroom and around school.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
- Undertake routine administrative tasks e.g. photocopying, filing, reproducing work sheets for agreed activities.

### **SUPPORT FOR THE SCHOOL**

- 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.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people in the team.
- Attend and participate in meetings as required.
- Participate in the school's Performance Management process.  
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

**The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.**