

**Apprentice Teaching/EYFS Assistant**

**Job Description**

| **Post:** | Apprentice Teaching/EYFS Assistant |
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| **Grade:** | Apprentice |
| **Location:** | Red Rose Primary School |
| **Responsible To:** | Head Teacher/Teacher/SENCO/HLTA |
| **Job Purpose** | To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils; To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners;To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. |

**Duties and Responsibilities**

**Support for Pupils, Teachers and the Curriculum**

• Work in partnership with teachers and teaching assistants to provide effective support with learning activities;

• Help with the general care, health and well-being of pupils;

• Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;

• Assist in the implementing of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate;

• Contribute to the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;

• Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;

• Assist with classroom resources and lesson preparation;

• Assist in the maintenance of a safe environment for pupils, staff and visitors;

• Assist in the presentation of display areas

• Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;

• Support colleagues with record keeping and administration;

• Assist in escorting and supervising pupils on educational visits and out of school activities;

• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;

• Maintain a clean, safe and tidy learning environment;

• Support children’s learning through play and planned learning activities;

• Support pupils in developing and implementing their own personal and social development;

• Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;

• Be an exemplary role model;

**Support for the School**

• Be aware of, and comply with, policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;

• Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;

• Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;

• Contribute to the overall ethos, work and aims of the school;

• Maintain good relationships with colleagues and work together as a team;

• Appreciate and support the role of other professionals;

• Attend relevant 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 reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.