**A Co-operative Trust School**



**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**School Moto & Ethos**

Ready to Listen, Ready to Learn Together

All our young people to become Happy, Independent Learners who are Prepared for Adulthood

**POST TITLE:**  Teaching Assistant – Apprentice

**GRADE:** National Apprentice Wage

**RESPONSIBLE TO:** Head Teacher

**Overall Objectives of the Post:**

To work under the instruction/guidance of teaching/non-teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the Teacher in the management of pupils. To work towards a Level 3 qualification as part of an apprenticeship with a given college. To explore further professional development opportunities towards working with children and young people with special educational needs and disabilities.

# Key Tasks of the Post:

1. ***You will provide support to pupils. You will:***
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the staff.
* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
1. ***You will provide support for the Teacher. You will:***
* Create and maintain a purposeful, orderly and supportive environment, in accordance with planning and assist with the display of pupils’ work.

You will be required to attend in-set training days and 6 twilight training sessions per academic year.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SS/CL

Date: 1.03.23