

JOB DESCRIPTION



POST: **Apprentice Teaching Assistant**

GRADE: **Apprenticeship rates**

REPORTS TO: **Headteacher**

Core Purpose: To support staff colleagues in the provision of a safe and enjoyable learning environment within Early Years and attend training to enable successful completion of a Level 3 Teaching Assistant qualification.

Duties include:

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

4. To raise pupil achievement by supporting the class teacher and phase team to develop outstanding practice.
5. Under supervision, assist with the physical management and personal care needs for children (including basic First Aid, where appropriate).
6. Work with individual and groups of children to encourage them to achieve greater independence and self-confidence.
7. Establish constructive relationships with parents and carers, promoting the school's policies.
8. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
9. Supervise and provide particular support for pupils, including those with special needs, ensuring their access to learning resources.
10. 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.
11. Support the implementation of Education and Health Care Plans, Behaviour Plans, personal care programmes, curriculum planning and assessment.
12. To evaluate learning and provide feedback to the teacher / parent / agency as needed.

SUPPORT FOR TEACHERS

13. Follow the instructions of the class teachers and teaching assistants with planning, delivery and evaluation of differentiated and varied learning activities.
14. Promote good pupil behaviour, dealing promptly with conflicts in line with school protocols and school behaviour policies.
15. Contribute towards resourcing teaching, by developing and making resources as necessary for children in the class or year group.
16. Listen to children read, read stories and tell stories to individuals or groups of children.
17. Work with pupils on programmes linked to local and national curriculum and learning strategies e.g. literacy, numeracy, early years, recording achievement, progress and feeding back to the teacher.
18. Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested.
19. Under the guidance of more experienced colleagues, learn to undertake pupil record-keeping as requested.
20. Under the guidance of more experienced colleagues, assist with the collation of pupil reports as requested by the teacher. This may involve data input.
21. Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
22. Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. To clear away resources and materials after lessons.
23. Assist with the display of pupils' work in the classroom and around school.
24. Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
25. 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

26. 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.
27. Contribute to the overall work, smooth running and ethos of the school.
28. Appreciate and support the role of other people in the team.
29. Attend and participate in meetings as required.
30. Participate in the school's Performance Management process.
31. 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.

SAFEGUARDING

32. Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Failure to embrace these commitments may lead to formal action being considered.

CONFIDENTIALITY

33. All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.
34. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.