



JOB DESCRIPTION

Post title: Teaching Assistant Apprentice

Academy: Sedgfield Hardwick Primary Academy

Reporting to: Paul Taylor

Salary/pay range: £8.00 p/h

Hours of work: 37 hours per week – Term-time plus 5 training/INSET days, plus 5 additional days

Job purpose

In your role as a Teaching Assistant Apprentice, you will play a pivotal role in the development of positive educational experiences for children with a range of needs in the school setting. Working with the support of qualified teaching and support staff, you will be expected to contribute in the below areas.

Main duties and responsibilities

Support for Pupils:

- Support learning of small groups or individuals with a range of needs
- Help with the care and support of pupils
- Contribute to the health and well-being of pupils
- Establish and maintain relationships with individual pupils and groups
- Be an effective model for pupil behaviour

Support for the teacher:

- Assist with classroom resources & Lesson Preparation
- Contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required
- Provide support for learning activities
- Assist in the maintenance of a safe environment for pupils and staff
- Assist in the presentation of display materials
- Support teaching staff or senior colleagues with routine administration
- Adhere to and promote all company policies and procedures
- Ensure Health & Safety and hygiene of the KS1 is to a high standard

Support for the school:

- Monitor effective working relationships with colleagues and parents
- Contribute to the maintenance of pupil safety and security
- Review and develop their own professional practice
- Recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body
- Be involved in extracurricular activities, (e.g., clubs, activities, trips, open days, presentation evenings)
- Assist with special activities in the school within school hours (e.g., sports days, plays, concerts, open days)

Other duties

- Carry out any other duties in accordance with the expectations of a Teaching Assistant Apprentice at the reasonable request of the headteacher
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.