Job Description

Post title	Apprentice Teaching Assistant
Job Evaluation	Yes/**No**
Grade	Age appropriate apprentice rate
Service	Schools
Service area	Belmont Community School
Reporting to	The postholder will be accountable to Headteacher / Deputy Head teacher / SENCO
Location	Your normal place of work will be Belmont Community School
Disclosure and Barring Service (DBS)	This post **is subject to an Enhanced Disclosure**

Description Of Role

Duties and Responsibilities

- To contribute to facilitating student access to the education system, promoting inclusion, assessing and supporting achievement.
- Assisting teachers to prepare the classroom and prepare learning materials including safety checks on equipment.
- Monitor and organise departmental stocks and supplies.
- Maintain the tidiness of teaching areas
- Assisting teachers in the planning and delivery of class activities.
- To be responsible for the distribution and collection of work/resources and returning to the appropriate teacher/department.
- To contribute to the management of student behaviour within established policies and procedures.
- To undertake training and attend CPD days in accordance with contractual requirements.

Organisational Responsibilities

Support for pupils, teachers and the curriculum

- Assisting teachers in the planning and delivery of class activities.
- Provide technical support to the classroom teacher as directed
- Participate in the running of after school clubs
- Act as a first aider (with appropriate training)

Support for the school

- Be aware of and comply with policies and procedures relating to 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.

Values and behaviours
To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles
To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication
To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing
To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity
To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality
To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change
To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management
To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

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 your manager.