

Apprentice Teaching Assistant - Job Description

Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Teaching Assistant Apprentice	
Salary Grade:	Salary: £23,656 pro rata	Grade: Apprentice Level 3
Hours:	37 – term time only	
Service Area:	Windmill Primary School	

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

As Teaching Assistant Apprentice you will play a key role in the school's ongoing success by supporting the class teacher to deliver learning aims to pupils in line with the National Curriculum, whilst completing the Teaching Assistant Level 3 Standard Apprenticeship.

You will develop the skills and experience necessary to provide a responsive, nurturing and stimulating environment for young children.

This post holder is responsible for ensuring that all relevant County policies and procedures are followed.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to learn how to undertake and be competent in on completion of the apprenticeship.

Working primarily with children aged 4-11 the roles and responsibilities will include:

- Supporting the class teacher in the teaching and welfare of children.
- Ensure children attain the targets set under their individual educational programmes.
- Ensure the maintenance of a clean, orderly and safe working environment.
- Making sure that equipment, resources and materials are set out on time and as per instructions.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.)
- Undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc.

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting.
- Implement behaviour management programmes.
- Contribute to the overall work/aims of the school.
- Undertake training and other learning activities and attend relevant meetings.
- Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy.
- Help in the Before School Club
- Help with Lunchtime supervision

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as possible

Selection Criteria

Essential Criteria

- Numeracy and Literacy skills at Level 2 (equivalent to 4 GCSE Grades 9 - 4)
- Knowledge of ICT programs for word processing, spreadsheets, internet and email
- Ability to recognise and respond to children's needs, interests and development
- Ability to remain calm when working in challenging situations
- Ability to demonstrate that you are tolerant and respectful of people's differences.
- Ability to deal with work of a confidential nature
- Ability and willingness to undertake the L3 Teaching Assistant Apprenticeship qualification making sure that all targets are achieved. This may include attending off site training as needed
- Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services

Desirable Criteria

- Awareness of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
- Commitment to ongoing self-development and training- including Safeguarding and First aid
- Committed to Inclusive Education

Signed _____

Date _____