**Job Description**

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| **Job Title** | Assistant Teacher – Support (Apprenticeship) |
| **Salary** | £6.40 p/hour |
| **Type of contract** | 190 days  Fixed Term, Term Time Only  Start Date: September 2024  End Date: In line with apprenticeship |
| **Weekly hours** | 32.5 |
| **Location** | Epworth Primary Academy, Epworth, Doncaster |

**Overall Purpose**

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

You will support a child that requires support both in class and 1:1. Due to the nature of the child's needs it is essential that you are able to build a strong rapport with them and offer them continued and consistent support. You will be required to offer pastoral support and care to the child whenever necessary. Therefore, we are looking for someone who can act as a strong role model, who is consistent, resilient and confident.

**Job Description:**

To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:

* Clarifying and explaining instructions
* Ensuring the pupil is able to use equipment and materials provided
* Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
* Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
* Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
* Providing additional nurture when requested by the class teacher or SENCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupil

To establish supportive relationships with the pupil concerned

To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner

Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem.

To mark pupils’ work under the direction of the class teacher

To support the pupil in developing social skills both in and out of the classroom

To support the use of ICT in learning activities and with specific programmes to support learning.

To provide regular feedback on the pupil’s learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development

Where appropriate, to know and apply positive handling techniques

To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information

To be aware of confidential issues linked to home/pupil/teacher/school

To contribute towards reviews of the pupil’s progress as appropriate

To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment

To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties

To be willing to support playground/break time supervision e.g. educational games, homework clubs etc

**All Academy Staff Should:**

* Work with all students ensuring equality of opportunity for all.
* Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy protocols and procedures.
* Work proactively and effectively in partnership with all stakeholders.
* Carry out a share of statutory supervisory duties.
* Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
* Participate in CPD relevant to the role.
* Accompany teaching staff and students on visits, trips and out of school activities as required·
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
* Participate in arrangements for examinations and assessments.
* Take an active role in promoting good behaviour in and around the Academy.
* Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
* Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
* Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* Regularly review the impact of their work and its impact on students’ progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
* Proactively participate with arrangements made in accordance with the Appraisal Policy
* Have professional regard for the practice, ethos and policies of the Academy and maintain high standards in your own attendance and punctuality.
* Operate at all times within the stated policies and practices of the Academy
* Contribute positively and effectively to the whole Academy ethos
* Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
* Attend and participate in appropriate calendared meetings
* Take responsibility for own professional development and duties in relation to Academy policies and practices
* Liaise effectively with staff, students, parents and governors
* Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
* Ensure compliance with data protection laws and safeguarding procedures.
* Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not for part of the contract of employment.

Please note that Epworth Primary Academy is committed to the safeguarding and welfare of their students. The successful candidate must be able to satisfy an enhanced DBS check prior to employment within the Academy together with receipt, by the Academy, of two satisfactory references plus medical clearance.

**Person Specification for the Role of**

**Assistant Teacher – Support (Apprenticeship)**

**Application (A), Interview (I) Task (T), Reference (R)**

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| **Qualifications** | | **Essential** | | **Desirable** |
| Good literacy & numeracy skills (Level 3) | | A | |  |
| Further academic qualifications relevant to post | |  | | A |
| First Aid Qualification | |  | | A |
| **Experience** | **Essential** | | **Desirable** | |
| Experience of working in an educational setting or similar environment |  | | A | |
| Experience of working with young people aged 3-11 |  | | A | |
| General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection |  | | I | |
| Knowledge of School Management Information Systems |  | | A | |
| Experience of Microsoft software packages (Word, Excel, Publisher) |  | | AI | |
| Experience of liaising with external agencies to support children's learning and behaviour |  | | AI | |
| Basic understanding of child development and learning |  | | A I | |
| **Practical Skills** | **Essential** | | **Desirable** | |
| Ability to manage the behaviour of children to promote a calm working environment | A I | |  | |
| Ability to motivate children | I | |  | |
| Ability to work collaboratively and effectively within a team | A I R | |  | |
| Ability to work independently and to show initiative | A I R | |  | |

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| Ability to work under pressure, prioritise and meet deadlines | A I R |  |
| Friendly, approachable and non-confrontational manner combined with the ability to be firm | I |  |
| Ability to build and maintain successful relationships with children; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners | I |  |
| The capacity to inspire and motivate others – both adults and children |  | I |
| Ability to use ICT effectively to support learning |  | A |
| **Personal Qualities and Essential Attributes** | **Essential** | **Desirable** |
| A desire to work with young people and to support their education and achievements | A I |  |
| A professional approach in both manner and physical appearance | I |  |
| Able to demonstrate discretion, confidentiality and commitment | I R |  |
| Able to liaise sensitively with parents/carers recognising their role in the children’s learning | I R |  |
| Enthusiasm, determination and insistence on high standards | I |  |
| Flexible and good humoured approach | I |  |
| A proven track record of excellent attendance and punctuality | R |  |
| An understanding classroom roles and own position with the school hierarchy | I |  |
| **High expectations of self and others** | **Essential** | **Desirable** |
| A flexible and adaptable approach | A I |  |
| An innovator with the desire to continue to learn | A I |  |
| Resilience and the determination to be successful within this role and ambitious for the Academy and its children | I |  |
| **Safeguarding Students** | **Essential** | **Desirable** |
| Committed to safeguarding and promoting the welfare of children and young people | I |  |
| **Equal Opportunity** | **Essential** | **Desirable** |
| The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to | I |  |

**This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check**