

BISHOPTON REDMARSHALL CE PRIMARY SCHOOL

POST TITLE : **Apprentice Teaching Assistant**

GRADE : **NMW**

**REPORTING
RELATIONSHIP** The Apprentice Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of the teacher

JOB PURPOSE : An apprentice Teaching Assistant is required to join our small and successful primary school. We want the successful candidate to share our vision of providing creative and stimulating learning opportunities to develop the whole child. The successful apprentice will help to provide a safe and happy learning environment which enables every child to flourish. The apprentice will support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children.

POST NO.

MAIN DUTIES/RESPONSIBILITIES

Under the direction and control of the classroom teacher or designated supervisor:

1. Supervise and support the teaching activities of individuals or groups of children to ensure their safety and support their learning, physical and emotional development.
2. Undertake those activities necessary to meet the learning, physical and emotional needs of individuals and groups of children with special educational needs.
3. Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.

Support the teacher by

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities when required.
3. Prepare and/or clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupils' work.
4. Provide support to the classroom teacher by undertaking photocopying, filing and recording.
5. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.
6. Assist with the implementation of programs designed by other professionals such as educational psychologists and speech and language therapists.

7. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contribute to meetings to discuss a specific child's progress as appropriate.

Support the pupil by

1. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
2. Ensure that pupils are able to safely use equipment and materials provided.

Support the school by

1. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
2. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Attend and participate in relevant meetings, training and other learning activities and performance development as required.
4. Undertake supervision and behaviour management of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
5. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
6. Support and contribute to the overall ethos/work/aims of the school.
7. Assist with group activities within and away from the classroom/school, such as P.E. and educational visits.
8. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
9. Carrying out your duties with full regard to the School's / School's Equality Policy and Race Equality Scheme.
10. Be aware and comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.*

Bishopton Redmarshall CE Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**BISHOPTON REDMARSHALL CE PRIMARY SCHOOL
PERSON SPECIFICATION – APPRENTICE TEACHING ASSISTANT**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Have achieved a minimum of Maths and English GCSE A-C/4 or equivalent if not already achieved the ability to work towards achieving functional skills level 2	AF/C			
Experience				D1	Experience of working with or caring for children of relevant age	AF/I/R
				D2	Experience of working in a relevant classroom/service environment	AF/I/R
				D3	Experience of administrative work	AF
				D4	Experience of supporting pupils with challenging behaviour	AF/I/R
Knowledge/ skills/abilities	E2	Ability to relate well to children	AF/I/R	D5	Time management skills	I/R
	E3	Ability to work as part of a team	I/R	D6	Organisational skills	AF/I
	E4	Good communication skills	AF/I	D7	Knowledge of classroom roles and responsibilities	AF/I
	E5	Ability to assist pupils	AF/I/R	D8	Administrative skills	AF
	E12	Experience of managing other members of staff	AR/I/R	D9	Ability to make use of IT	AF
	E13	Knowledge of the concept of confidentiality	I			
	E14	Flexible attitude to work	AF/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Other	E15	Commitment to undertake in service development	AF/I			
	E16	Commitment to safeguarding and protecting the welfare of children and young people.	AF/I/R			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references