**Ormiston Maritime Academy**

**Post title: Apprentice Teaching Assistant**

**Grade/Spinal Column Point: Apprentice National Minimum Wage**

**Reports to: SENCo**

**Working Pattern: 30 hours per week term time plus 5 days**

1. **PURPOSE OF JOB:**

Teaching Assistants are appointed to work within the school as part of a team, under the general direction of the SENCo.

Teaching Assistants at this level may work with smaller groups or be assigned to work with particular students who may have particular requirements or special needs. The post holder will also perform other related practical duties to support the classroom teacher.

1. **MAIN RESPONSIBILITIES**

**Teaching and Learning**

* Work with individuals or small groups of students in the classroom under the direct supervision of teaching staff.
* Provide classroom support in the teacher’s absence for short periods of time. Support students to understand instructions.
* Support independent learning and inclusion of all students.
* Support the teacher in behaviour management and keeping students on task.
* Supporting students learning through play.

**Resources**

* Prepare and clear up the learning environment including displays and the presentation of student’s work.
* May handle small amounts of cash e.g. for school visits.
* Photocopying, filing and preparing resources for lessons as directed by the teacher.

**Exams, educational visits and other supervision**

* May invigilate exams and tests.
* May assist escorting students on educational visits.
* May assist with break time supervision including facilitating games and activities.

**Personal and welfare support**

* May assist students with dressing, hygiene and eating whilst encouraging independence.
* Supporting students emotional and social well-being, reporting any problems to the teacher.

**Systems, policies and procedures**

* Contribute to maintaining a safe environment.
* Responsible for the careful and safe use of equipment

**Team involvement**

* May demonstrate own duties to new or less experienced staff.

**Building professional relationships**

* Communicates with students to support learning and development and encourage acceptable behaviour.
* Exchanges information with staff and parents/carers.

**Record keeping and information management**

* Record basic student data and providing feed back to the teacher.

**Problem solving and decision making**

* Identify straight forward solutions to simple problems and minimal personal initiative required.

**Knowledge, skills and experience**

* NVQ level 2 in Maths and English as a minimum plus any related area or equivalent or equivalent experience.
* IT and keyboard skills.
* Knowledge and compliance with policies and procedures relevant to health and safety and child protection.

**Physical demands and working conditions**

* May be required to stand for long periods and or work in awkward positions e.g. low chairs. Some exposure to unpleasant conditions e.g. noise, outdoor working.
1. **a) Other Duties** - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**b) Equal Opportunities -** The post holder must carry out his / her duties with full regard to the Academy’s Equal Opportunities policy.

**c) Health and Safety -** The post holder must carry out his / her duties with full regard to the Academy’s Health and Safety Procedures.

**General Responsibilities**

* Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, and support, differences and ensure equal opportunities for all.
* Maintain confidentiality of information acquired in the course of undertaking duties.
* Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
* Ensure GDPR principles are embedded in normal working practices.
* Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
* The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy’s responsibilities towards safeguarding.
* The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy’s Code of Conduct and the equality policy objectives.

**DBS**

* An enhanced disclosure and barring check will be a requirement of the post.

**Person Specification Apprentice Teaching Assistant**

| Attributes tested by Application, Interview, Task and References Qualifications & Experience |  Essential E/ Desirable D |
| --- | --- |
| 5 good GCSEs including Maths & English Grades A\*-C or equivalent. | E |
| A commitment to undertake a course of study to work towards the Institute of Apprenticeships Teaching Assistant Level 3 Standard. | E |
| Experience of working within a school environment | D |
| A willingness to develop a range of approaches to assist in engaging with young people, and their families, and to encourage them to engage with the learning process | E |
| Ability to develop positive relationships with individual students and groups and empathise with them and sensitivity to the needs of children/families from all groups | E |
| Caring skills and the ability to work positively with pupils physical and emotional needs, without confrontation | E |
| Able to maximize identified learning aims by ensuring that educational and hygiene programmes are maintained at all time under the direction of the line manager | E |
| Previous experience of working with 11-16 year olds | D |
| Awareness of the education process and the national curriculum | D |
| Good interpersonal skills and confident communicator | E |
| Routine administrative, practical and ICT skills | E |
| Skills and Abilities | Essential E/ Desirable D |
| Able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level. | E |
| Ability to complete work to the required standards and to agreed deadlines. | E |
| Ability to develop and maintain effective working relationships with a wide range of people. | E |
| Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently. | E |
| Understanding of general health and safety issues and hygiene associated with child care | D |
| Demonstrates a flexible approach to work to enable effective delivery of service. | E |
| Other Attributes | Essential E/ Desirable D |
| Proactive, flexible and adaptable. | E |
| Punctual and conscientious. | E |
| Prepared to challenge non-compliance. | E |
| Discretion, tact and confidentiality always. | E |
| Good time management and the ability to prioritise workload. | E |
| Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results. | E |
| Evidence of successful team working. | E |
| Calm in a crisis to bring about resolution. | E |
| Ability to adapt to changes in the workplace. | E |
| Understanding and commitment to the safeguarding of children. | E |
| Commitment to the school ethos and aims. | E |
| Commitment to equal opportunities. | E |
| Accurate and fluent spoken English. | E |
| A commitment to safeguarding and promoting welfare for all. | E |
| Exemplary levels of integrity.  | E |