## Apprenticeship summary

**What will the apprentice be doing?**

Duties for this role will include:

* Attend to the pupils’ personal needs, and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters
* Supervise and support pupils ensuring their safety and access to learning
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate
* Prepare classroom as directed for lessons and clear afterwards and assist with the display of children’s work
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping as requested
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed  
  Provide clerical/admin support e.g. photocopying, typing, filing, collecting money, etc
* Support and educate children on all elements of the school curriculum
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* 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
* Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes
* Accompany teaching staff and pupils on visits, trips and out of school activities as required