**Djanogly Learning Trust**

**Job Description**

**Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

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| **Job title** | Apprentice Teaching Assistant |
| **Hours and weeks** | 37 hours per week, term time only |

**Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

* Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
* Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
* Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

**Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

* Behaving in a professional manner at all times
* Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
* Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
* Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
* Starting and ending the day with the same emotional constancy with every interaction.

**Job Purpose:**

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| To support scholars within the Academy as part of a team under the direction of the line manager in order to* Improve the quality of learning and engage scholars in the social and academic routines of the Academy
* Enable scholars to become more independent learners
* Help raise the standards of achievement for all scholars
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**Job Responsibilities:**

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| **Support the overall ethos of the Academy*** Be aware of and comply with all Academy policies and routines including those relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager
* Be responsible for keeping up to date with any changes to these policies and routines
* Be aware of and comply with all policies and routines
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall aims of the Academy
* Develop own professional skills

**Support for the Scholar:*** Support and direct activities with either individuals or groups of scholars to enhance their learning, academic, physical, social and emotional
* Help with care, personal hygiene and medical needs of scholars contributing to their health and well-being.
* Support in the transition of scholars between key stages
* Establish and maintain good working relationships with individual scholars and groups
* Encourage acceptance and inclusion of all scholars
* Support groups of or individual scholars as directed during formal public or internal Academy examinations
* Assist scholars on educational visits, residential trips, transition, off site placements and recreational activities as appropriate
* By following advice and guidance around individual needs, develop an understanding of the specific needs of the scholars within the Academy community
* Liaise effectively with teachers/parents/carers as appropriate
* Be responsible for individual scholars as their keyworker, monitoring and updating ISPs, liaising with staff and implementing appropriate strategies, as appropriate
* Help with the writing and collation of ISPs/Review/Annual Review meetings

**Support for the Teacher*** Liaise with classroom teachers
* Create appropriate resources reflecting the various needs of scholars in lessons
* Support scholar/s across the class as agreed by the teacher
* Support with the collation of data for targeted scholars
* Implement learning programmes as directed by the class teacher – with individuals
* Monitor individual student’s needs and provide regular feedback to the teacher, line manager and parents
* Support the management of student behaviour under the direction of the teacher

**Support for the Academy*** Take responsibility for display and up keep of designated areas in the school
* Maintain effective working relationships with colleagues and parents
* Maintain and safeguard the confidential nature of student/teacher/home issues
* Contribute to the maintenance of student safety and security, including break and lunchtime duties
* Attend meetings as appropriate
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**Djanogly Learning Trust General Requirements:**

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| **Policies and procedures**You will comply with all policies and procedures at all times which include:* ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
* ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
* ensuring you comply with the Trust’s Staff Behaviour policy, including outside of work where applicable.

**Professional Development*** You are required to undertake professional development as part of your job description. This includes contributing to regular ‘check ins’ and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team. |

**Djanogly Learning Trust**

**Person Specification**

In order to be considered for interview all essential criteria must be met.

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| **JOB TITLE** | Apprentice Teaching Assistant  |

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| **Requirements** | **Essential** | **Desirable** | **Short listing criteria** |
| **Qualifications**  |
| A\* - C (9-4) GCSE in Maths and English (or equivalent)  | X |  | X |
| **Experience** |
| Experience of working with children |  | X |  |
| Experience of working in a school setting |  | X |  |
| **Skills**  |
| Excellent written and oral communication skills | X |  | X |
| Excellent organisational skills | X |  |  |
| Good interpersonal skills with adults and children from all different backgrounds. | X |  |  |
| **Personal Qualities**  |  |  |  |
| Hardworking | X |  |  |
| Friendly | X |  |  |
| Reliable | X |  |  |
| Excellent timekeeping | X |  |  |
| Belief in the values and behaviours of DLT | X |  |  |
| Evidence of continuing professional development | X |  |  |
| Commitment to equal opportunities and diversity in the performance of duties | X |  |  |