**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.

|  |  |
| --- | --- |
| **Job title** | Early Years Teaching Assistant Apprentice |
| **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:**

|  |
| --- |
| Early Years apprentices are appointed to support work with pupils as part of a team under the direction of the Academy Leader of the individual academy.  Apprentices work is primarily to:   * Foster the participation of pupils in the social and academic processes of the academy * Support pupils to become more independent learners * Contribute to the wider team in its aim to raise standards of achievement for all pupils   You will undertake an early years apprenticeship which will be supported by the Trust and is a key part of your duties. You will be given paid time off to study and undertake assessments. |

|  |
| --- |
| Support for the Pupil  * Work under the direct supervision of colleagues to meet needs of individuals or small groups assigned * Support pupils’ learning activities including additional learning needs and development * Support pupils’ physical needs to overcome potential barriers to learning * Support pupils’ individual learning needs and development, e.g. cognitive and learning skills * Give immediate feedback to pupils and support colleagues in marking work * Support teachers and teaching assistants in assessing pupil progress and attainment * Help with the care and support of pupils * Contribute to the health and well-being of pupils * Establish and maintain relationships with individual pupils and groups * Use planning from colleagues to regulate own workload   **Support for the Teacher/Teaching Assistant**   * Help with maintenance and deployment of classroom resources and records * Contribute to the management of pupil behaviour * Provide assessment feedback to inform planning   **Support for the Curriculum**   * Provide support for learning activities across all areas of the curriculum as appropriate * Support the use of ICT in the classroom * Support colleagues in preparing resources used to support learning * Support colleagues in providing a vibrant learning environment across the academy   **Support for the School**   * Maintain effective working relationships with colleagues and parents * Contribute to the maintenance of pupil safety and wellbeing * Review and develop own professional practice |

**Job Responsibilities:**

**Djanogly Learning Trust General Requirements:**

|  |
| --- |
| **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.

|  |  |
| --- | --- |
| **JOB TITLE** | Early Years Teaching Assistant Apprentice |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** | **Short listing criteria** |
| **Qualifications** | | | |
| Good GCSE grades | X |  | X |
| Experience of working with children/young people | X |  | X |
| Work experience, showing ability to work with customers and reliability | X |  | X |
| **Knowledge and understanding** | | | |
| Knowledge of working with pupils who may present challenging behaviour |  | X |  |
| Able to form supportive relationships with pupils | X |  |  |
| **Skills and abilities** | | | |
| Good personal organisation in time management | X |  |  |
| Able to plan and prioritise own workload |  | X |  |
| Sound oral and written communication skills | X |  |  |
| Able to develop positive, trusting, supportive and appropriate relationships with children, parents and stakeholders | X |  |  |
| Able to contribute to and implement rewards and sanctions | X |  |  |
| Assist with classroom resources and maintaining records | X |  |  |
| Able to motivate children |  | X |  |
| Able to work in a team | X |  |  |
| Ability to use ICT programmes i.e. experience and knowledge of Microsoft Office applications, e mail and web. |  | X |  |
| **Skills and abilities - other** | | | |
| A positive and flexible approach, open to challenges | X |  |  |
| A willingness to contribute to extra – curricular programmes |  | X |  |
| Empathy for pupils from a wide variety of social, cultural and religious backgrounds | X |  |  |
| Sensitivity, flexibility and a sense of humour |  | X |  |
| **Personal Qualities** | | | |
| 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 |  |  |