

Job Title: Apprentice Teaching Assistant

Job Purpose:

To work alongside experienced Teachers and Teaching Assistants to help and support learning in the classroom and beyond.

Duties include:

- Work under the direction and guidance of senior staff to supervise and support pupils, ensuring their safety and access to learning
- Support the teacher in managing pupil behaviour in line with established policy, reporting any difficulties
- Support pupils to understand lesson instructions and use basic ICT
- Establish productive working relationships with pupils, interacting with them according to their individual needs and acting as a positive role model
- Assist with providing additional support for children with special educational and/or medical needs, helping to ensure their safety and access to learning activities
- Promote inclusion of and highest aspirations for all pupils in the school
- Encourage pupils to interact with others and engage independently in activities
- Make observations and provide feedback to pupils and teachers in relation to pupil's achievements, progress and responses
- Be responsible for first aid (after training) in the event of accident or injury and complete documentation as required
- Support the care and welfare of pupils including intimate care where needed
- Undertake playground & lunchtime duties, engaging with pupils and supporting them at playtime and lunchtime
- Accompany teaching staff and pupils on visits, trips and other out-of-school activities.
- Help create and maintain an orderly & supportive learning environment, including preparation and maintenance of equipment/resources.
- Attend meetings and undertake training and development relevant to the post and in line with school priorities
- Carry out general administrative tasks including photocopying and laminating
- Work as part of a team, liaising with staff, pupils, parents, carers and governors
- Comply with policies and procedures in relation to child protection, health and safety, equality & diversity, security, confidentiality and data protection, reporting all concerns in a timely fashion
- Willingness to show initiative and help plan activities for the children.
- Demonstrate a flexible approach and undertake any other ad hoc tasks and professional duties which are in keeping with the purpose and level of this role.

Job Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING:		<ul style="list-style-type: none"> • GCSE English and Maths or equivalent • Evidence of further training/development and/or willingness to participate in further training and development opportunities. • Relevant childcare qualification or experience
PERSONAL ATTRIBUTES AND SKILLS	<ul style="list-style-type: none"> • Able to establish good working relationships • Ability to communicate and interact effectively with children and adults • Excellent numeracy/literacy skills. • Good ICT skills. • Ability to use relevant equipment/resources. • Maintain confidentiality in matters relating to the school, its pupils, parents or carers. • Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. • Ability to follow systems and policies for safety, confidentiality and excellent practice • Ability to work co-operatively with colleagues • Ability to remain professional and promote the positive ethos of the school at all times • Be punctual and have a good attendance record 	Ability to work with pupils who have emotional/behavioural/physical difficulties.
SAFEGUARDING	<ul style="list-style-type: none"> • A commitment to the protection and safeguarding of children and young people. 	
Additional	<p>Two references which recommend without reservation.</p> <p>The post holder meets all safeguarding requirements.</p> <p>Ability to complete basic administrative tasks</p>	