

JOB DESCRIPTION

TITLE	Teaching Assistant Apprentice Level 3
WORKING HOURS	Monday, 8:45 – 4:30, Tuesday– Friday 8:45 – 3:35 (30 hours per week)
DEPARTMENT	Education
DIVISION	School
RESPONSIBLE TO	Headteacher
GRADE	Apprentice

PURPOSE OF POST:

An opportunity exists for an enthusiastic and dedicated person to work in a classroom based situation to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress.

PRINCIPAL RESPONSIBILITIES

The post holder will gain valuable experience working with children under the direction of the teacher as part of a year group team supporting the teachers in a variety of activities throughout the school.

Duties will include:

- Following agreed lesson plans to support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of the pupils.
- Contributing to the development of pupils.
- Contributing to the planning and assessment of teaching and learning for individual pupils.
- Working closely with Class Teachers.
- Be a good role model, act with honesty and integrity, take part in team meetings; contribute to planning and class activities.
- Undertaking the lunch duty in the class and Year Group you are working in.
- Promote Fundamental British Values through spiritual, moral, social and cultural development and positive behaviours are crucial in contributing to improved pupil progress and development.

Full training will be provided.

CONTEXT & PROGRESSION

Luton Council provides a wide range of services for the people of Luton.

Person Specification: Teaching Assistant Apprentice

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of effective team work. Experience of working on own initiative.	1		
Skills and Abilities	Good interpersonal skills. Ability to communicate effectively with people at all levels in a courteous and tactful manner. Ability to keep accurate records Ability to communicate effectively with children Basic IT Skills Able to contribute to the support and development of children	1, 2 1, 2 1, 2 1,2 1,2	Prepared to learn new skills Able to be self-motivated Enthusiasm and confidence when working with children	1,2 1,2 1,2
Equality Issues	Knowledge of equality issues	1,2	Able to recognise common forms of discrimination and to report this if detected	1,2
Specialist Knowledge	Understand the organisation's internal policies and key business policies relating to sector.	1,2		
Education and Training	Functional Skills L2, GCSE grades C/4 or above in English and Maths or equivalent.	1,2,4		
Other Requirements				

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of their work in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)