**JOB DESCRIPTION & PERSON SPECIFICATION**

**Teaching Assistant Apprentice**

**Thorp Primary School**

**30 hours per week**

**Term Time only plus 5 days**

**Purpose of Post**

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

**Reporting to**

Responsible to the Headteacher.

**Key Tasks - Support for Pupils**

* Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
* Supervise and support pupils to undertake agreed learning activities / programmes linked to local and national curriculum and learning strategies, e.g. literacy, numeracy, or early years.
* Adjusting activities according to pupil responses and needs, including for those with special educational needs.
* The role may include supporting and implementing pupils’ personal programme, including social, health, physical, hygiene*,* and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
* Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher.
* Support the effective use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Support the implementation of Individual Education Plans and Behaviour Plans.
* Promote self-esteem and independence amongst pupils.
* Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with school policy.

**Key Tasks – Support for Teachers**

* Promote good pupil behaviour, dealing promptly with conflicts in line with school behaviour policies.
* Establish constructive relationships with parents and carers, promoting the School’s home/school liaison policy.
* Assist the teacher with the preparation of teaching and learning materials and resources.
* Provide detailed feedback to teachers on pupils’ achievement, progress, problems etc.
* as requested.
* Undertake pupil record keeping as requested, and assist with the collation of pupil reports as requested by the teacher, which may involve data inputting.
* Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
* Assist with the display of pupils’ work.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
* Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required.
* Provide clerical support for teachers, e.g. photocopying, filing, checking deliveries and placing goods in stock and maintaining records of stock, administering coursework, production of work sheets for agreed activities.

**Key Tasks - Support for the School**

* To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team.
* Assist with activities outside the classroom, working as part of a team to oversee pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lessons.
* Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
* Undertake Midday Supervisor duties

**Standard Duties**

* To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
* To uphold and promote the values and the ethos of the school.
* To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
* To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
* To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
* To attend and participate in relevant meetings as appropriate.
* To undertake any other additional duties commensurate with the grade of the post. For example, occasional lunch-time duties when needed (on rare occasions)

**Safeguarding**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust’s Safeguarding/Child Protection policies.
* To undertake regular safeguarding/child protection/adult protection training as required by the Trust.

**Culture**

* Responsible for Health & Safety, security, data protection and welfare of self and colleagues in accordance with The Oak Trust policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with The Oak Trust policy relating to the promotion of Equality, Diversity and Inclusivity.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description is current at the date shown, but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The academy will endeavour to make any necessary reasonable adjustments for the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The Oak Trust are committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

**Apprentice Teaching Assistant - Person Specification**

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| --- | --- | --- |
|  | Essential or Desirable | Application/Interview |
| Qualifications |  |  |
| Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework | E | AF |
| Willingness to obtain basic first aid certificate as a minimum level. | E | AF / I |
| Experience |  |  |
| Working with or caring for children of a relevant age to those in a school  | D | AF / I |
| Experience of using computer packages for word processing, spreadsheets, databases and e-mails | E | AF / I |
| Experience of undertaking a range of administration/clerical tasks | E | AF / I |
| Experience of team-working to work effectively with others and meet deadlines and goals | E | AF / I |
| Experience of following instructions, procedures and policies | E | AF / I |
| Skills & Abilities  |  |  |
| Communication skills to liaise sensitively and effectively with parents and carers | E | AF / I |
| Interpersonal skill to build effective working relationships with pupils and colleagues | E | AF / I |
| Problem solving skills to interpret information and situations to solve straightforward problems | E | AF / I |
| Organisational skills to prioritise work and complete tasks to deadlines in line with the role | E | AF / I |
| Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your position within these | E | AF / I |
| To promote a positive ethos and good role model | E | AF / I |
| Knowledge |  |  |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | E | AF / I |
| Basic understanding of a child’s development and learning.  | D | AF / I |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | E | AF / I |
| To be flexible and able to adapt and prioritise appropriately | E | AF / I |
| Understanding of equal opportunities and an awareness of potential barriers children may have around learning | E | AF / I |
| Work Circumstances |  |  |
| To work occasionally out of hours work to support school functions | E | AF/I |
| To work flexibly as the workload demands | E | AF/I |

**E = Essential D = Desirable A = Application I = Interview T = Test**

**NB. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**