Job Description

Job Title: Curriculum Access Assistant **-** Intermediate Apprenticeship

Location: Tendring Technology College

Hours of work: 37 hours per week, 39 weeks per year

Reports to: **SENDCO**

Overall Responsibilities:

After receiving guidance and training:

To provide an efficient and high quality support service to all students.

- To promote the inclusion of all students.
- In liaison with the class teacher to work with students to target identified learning needs.
- To provide practical support in the classroom to students who have recognised learning needs, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.

Training

During the apprenticeship you will be assigned an Assessor and you will complete a Level 2 BTEC Certificate in Supporting Teaching and Learning in Schools. You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place approximately every 4 weeks.

Main Duties:

After receiving guidance and training:

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENCo as required. Assist in the implementation and tracking of student targets.

- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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Competency	**Requirements**	**Essential / Desirable**
1. Specialist Knowledge & Experience	● Good numeracy/literacy skills ● GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications ● Good IT skills ● Basic understanding of child development and learning o child development and learning o classroom roles and responsibilities o confidentiality You must be resident in England and have the right to work in UK, aged over 16 and not in fulltime education or hold University degree	E
	● Experience of working with children ● Experience of working with children with SEND	D
2. Organisation & Planning	● Ability to organise own workload, follow a schedule and meet deadlines ● Ability to plan own work on a daily basis	E
3. Problem Solving & Initiative	● Ability to work independently and use initiative ● Ability to stay calm under pressure	E
4. Communication	● Ability to communicate effectively and relate well to both children and adults	E
5. People Skills & Customer Service	● Ability to build and maintain effective relationships ● Ability to work effectively as part of a team ● Ability to provide excellent customer service, both to internal and external customers ● Demonstrate a commitment to equality	E
6. Flexibility & Adaptability	● Able to work at both Witham AET academies ● Able to work flexibly to meet needs of the academies ● Willing to undertake relevant training courses including travel if required	E
7. Safeguarding	● Understanding of safeguarding / child protection procedures	E
8. Other	● Commitment to self-evaluate learning needs and actively seek learning opportunities	E