

Job Description

Job Title: Teaching Assistant - Level 2 Intermediate Apprenticeship

Hours of work: 32.5 hours per week, 38 weeks per year plus 3 CPD days

Reports to: Classroom Teacher / SENCO

Overall Responsibilities:

After receiving guidance and training:

1. JOB PURPOSE

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

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:

2. DUTIES AND RESPONSIBILITIES

- To support the work of the SENDCO, contribute to planning, development and decision making and undertaking related admin duties.
- Working with individuals or small groups of students under the direction of teaching staff.
- Establish positive relationships with students supported.
- Support students with activities which support literacy and numeracy skills.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Interact with, and support students, according to individual needs and skills and provide feedback in relation to attainment and progress under the guidance of the teacher.

- Promote the inclusion and acceptance of students with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour.
- Monitor and record student activities as appropriate writing records and reports as required.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Assist with the development and implementation of Support Plans.
- To attend to students' needs including help with social, welfare, physical and health matters.
- Liaise with other staff and provide information about students as appropriate.
- To supervise students for limited and specified periods including break-times and lunchtimes.
- To assist with escorting students on educational visits.
- To understand and apply school policies.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.

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

Job Title: Teaching Assistant – Level 2 Intermediate Apprenticeship

Competency	Requirements	Essential / Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> o child development and learning o classroom roles and responsibilities o confidentiality <p>You must be resident in England and have the right to work in UK, aged over 16 and not in fulltime education.</p>	E
	<ul style="list-style-type: none"> • Experience of working with children • Experience of working with children with SEND • Knowledge of Autism 	D
2. Organisation & Planning	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ability to work independently and use initiative • Ability to stay calm under pressure 	E
4. Communication	<ul style="list-style-type: none"> • Ability to communicate effectively and relate well to both children and adults 	E
5. People Skills & Customer Service	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Understanding of safeguarding / child protection procedures 	E
8. Other	<ul style="list-style-type: none"> • Commitment to self-evaluate learning needs and actively seek learning opportunities 	E

Job Description

Job Title: Teaching Assistant - Level 3 Advanced Apprenticeship

Hours of work: 32.5 hours per week, 38 weeks per year plus 3 CPD days

Reports to: Classroom Teacher / SENCO

Overall Responsibilities:

After receiving guidance and training:

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Training

During the apprenticeship you will be assigned an Assessor and you will complete a Level 3 BTEC Diploma 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:

- Support the activities of individuals or groups.
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support for Gifted and Talented pupils.
- Support pupils with literacy and numeracy skills.
- Support pupils to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

Support for the teacher when instructed to do so by line manager or a member of teaching staff (s):

- Observe and report on pupil performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.

- Contribute to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- Undertake routine marking in line with school policy.
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with LEA policy.

Support for the school:

- Support the development and effectiveness of team work within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

Support for the curriculum:

- Support the use of information and communication technology in the classroom.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

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.

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Person Specification

Job Title: Teaching Assistant – Level 3 Advanced Apprenticeship

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none"> • Right to work in the UK 	
	Qualifications required for the role	<ul style="list-style-type: none"> • GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications • NVQ 2 for Teaching Assistants or equivalent qualifications or experience 	
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> • Experience of working with or caring for children of a relevant age • Basic understanding of child development and learning 	<ul style="list-style-type: none"> • Experience of working with children with SEN
Behaviours	Skills/Abilities	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Ability to communicate and relate well to both children and adults • Effective use of ICT to support learning • Ability to self-evaluate learning needs and actively seek learning opportunities <p>Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</p>	

	DBS (CRB)	<ul style="list-style-type: none"> • This post is subject to receipt of a Disclosure and Barring Service Certificate 	
	Special requirements	<ul style="list-style-type: none"> • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	