



## **JOB DESCRIPTION**

**NAME:**

**POST:**

**Teaching Assistant - Apprentice**

**GRADE:**

**National Minimum Wage for Apprentices**

**RELATIONSHIPS:**

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary. The post holder will liaise regularly with their tutor and their learning mentor (line manager in the workplace).

**PURPOSE:**

To support the teacher and teaching assistant in delivering the curriculum. To prepare an effective learning environment, completing and maintaining records under supervision, providing care and support for pupils. To support learning through planned differentiated activities.

**MAIN DUTIES & RESPONSIBILITIES:**

- Attend tutorials, and complete any coursework or relevant training, as directed to complete the relevant apprenticeship qualifications to a high standard.
- Ensure deadlines for apprenticeship coursework are met.
- To undertake learning activities with pupils of varying abilities, preparing and adapting resources to ensure differentiation and access to the curriculum.
- To develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. Teaching support is delivered individually and in groups through a range of tasks.
- To support the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- To motivate and encourage pupils to concentrate on and fulfil the tasks set.
- To work with pupil groups, using a range of strategies to promote inclusion of pupils with special educational needs.
- To complement the professional work of teachers by taking responsibility for agreed learning activities.

- To develop good, productive working relationships with pupils which encourage independence and responsibility for their own behaviour.
- To ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- To establish and maintain relationships with individual pupils and groups to support of pupils in learning activities.
- To develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- To organise, escort and supervise pupils with out of school activities. Providing support and supervision for pupils inside the classroom, within the school and outside of the school to enable them to fully participate in activities.
- To work with and liaise with parents and professional agencies, such as Educational Psychologists and Learning Support Service, undertaking a key worker role as necessary when required.
- To assist with the pupils' personal, behavioural and social development through appropriate guidance and advice.
- To engage in ongoing CPD in relation to the specific needs of pupils which may involve training to apply physical restraint.
- To act as a good role model to pupils by demonstrating respect and responding appropriately through your interactions with pupils and adults.
- To undertake First Aid following appropriate training.
- To assist in the preparation, organisation and maintenance of classrooms and their equipment in the preparation and maintenance of a safe, secure and stable learning environment.
- To assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and ensuring supply in agreement with the teacher.
- To set out learning resources and materials and to carry out the learning activities as directed by the teacher, including cleaning & tidying of equipment.
- To contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress, both academic and social.
- Working closely with the teacher to maintain accurate, clear, updated and secure records.

#### **GENERAL:**

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.

- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

**ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....

**Post Holder**

**Signed:**  **Date:** .....

**Chief Executive Officer**

One copy to be retained by member of staff and one kept on the employee’s file.

**Ambitions Academies Trust is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**

**Outstanding Achievement for All**