

JOB DESCRIPTION

Post title:	Teaching Assistant (<i>Level 1</i>) Apprentice
Location:	Hilton Spencer Academy
Reporting to:	The Principal
Salary/Pay range:	Apprentice Rate £5.28 per hour
Hours of work:	Full time, All year round

Purpose of Role

To contribute to School objectives by effectively and efficiently undertaking a range of duties to support the excellent teaching and learning of pupils; providing general and specific assistance to pupils in all aspects of the curriculum under the strategic direction of the Principal and with daily guidance and supervision from the classroom teacher.

Measurable Performance Objectives for classroom-based Education support professionals will relate to:

- The delivery of high-quality support to children and young people
- Accelerating the progress of groups
- Developing high quality resources

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Key Duties

- Under the professional direction and supervision of a qualified teacher, deliver planned activities for individuals and groups to allocated pupils, in small groups or individually, differentiating and adapting learning programmes to suit individual need.
- Plan and evaluate specialist learning activities, preparing reports and records for the teacher as required.

- Promote outstanding pupil behaviour for learning and support social and emotional well-being, reporting any problems to the teacher and/or child Protection Lead as appropriate and in line with school policies.
- Promote and support the role of parent/carers in pupils' learning and enabling constructive information sharing about progress and achievement.

Support for the Pupil

- To support the teacher in the delivery of specific Educational Health and Care Plans for those pupils with Special Educational Needs / Disability, in liaison with health care/other professionals.
- Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.
- Provide intimate care and First Aid to pupils as necessary and appropriate.
- Responsible for supervision and safe use of equipment and materials including classroom, PE/games/gymnasium, internally and externally ensuring the careful use of the school premises/site by pupils in your care.

Support for the Teacher

- Contribute to the lesson planning and delivery of a variety of classroom activities, visits, including the preparation of materials, within the framework set by the teacher.
- Using Teaching and Learning objectives support the teacher in monitoring, assessing and recording of pupil progress/activities, writing reports and records as required.
- Prepare the learning environment and resources as per plans, including photocopying, filing and the display and presentation of pupils work whilst contributing to ensuring a safe environment.
- Sourcing and purchase of equipment/resources as directed by the teacher, within a designated budget and assist in the collection/safe storage of monies from pupils/parents as required.

Support for the Curriculum

- To actively engage in the use of a range of ICT tools and equipment employed in the classroom to enrich teaching and learning.
- Develop and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors, external professionals and agencies.
- Participate in the delivery of local and national initiatives, as determined by the class teacher.

Support for the Academy

- Contribute to the training and assessment of work experience students and support the work of volunteers as appropriate, within the classroom.
- Provide short term cover supervision of classes.
- Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Act in accordance with all Trust and Academy policies and procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.
- To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Participate in the Academy Professional Performance Review process and undertake professional development as required.
- Actively participate in and contribute to staff meetings and INSET
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name:

Signature:

Date:

Person Specification Teaching Assistant (Level 1)

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent Experience of working and supporting children in a primary school setting Experience of working in EYFS, KSI or KS2 Experience of carrying out intervention programmes 	✓	<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge, skills & understanding		
<ul style="list-style-type: none"> Knowledge of the role of a Teaching Assistant To have an understanding of the writing and implementation of Provision Maps Excellent communication (written and verbal) and an active listener Highly motivated and the ability to motivate children Assist children on an individual basis, in small group and whole class work Good organisational skills and the ability to work independently, using own initiative, solving problems and finding solutions Explain tasks simply and clearly and foster independence Good ICT skills Supervise children and adhere to defined behaviour management policies Display work effectively Ability to run an extra-curricular activity 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Personal qualities		
<ul style="list-style-type: none"> Able to form positive relationships with all children and motivate them to succeed, contributing to a warm, friendly environment Able to work with others in a team to support work with children with special educational needs Work at all times within the framework of agreed school policies Have a flexible approach to work and to enjoy being a member of a team Able to manage own work load effectively and responds swiftly to tight deadlines Good interpersonal skills, with the ability to enthuse and motivate others To show a caring attitude towards pupils, staff and parents/carers Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit Openness and willingness to address and discuss relevant issues To practice equal opportunities in all aspects of the role and around the work place in line with policy To maintain a personal commitment to professional development To contribute to the wider life of the academy Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust's ethos, aims and whole community. 	<ul style="list-style-type: none"> ✓ 	

