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Academies Enterprise Trust

**Job Description**

**Job Title: Teaching Assistant - Advanced Apprenticeship (Primary)**

**Location: Anglesey Primary Academy**

**Hours of work: Term time only**

**Reports to: Class Teacher/Senior Leadership Team**

**Purpose of the Role (after receiving guidance and training):**

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

To complete training as per the apprenticeship specification, using work experience gained to support this.

**Training**

During the apprenticeship you will be assigned an Assessor and you will complete a Level 3 Teaching Assistant Standard. You may also be required to complete Literacy, Numeracy and ICT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place approximately every 2/3 weeks.

**Overall Responsibilities (after receiving guidance and training):**

* Support the activities of individuals or groups.
* Establish and maintain relationships with individual pupils and groups.
* Support pupils during learning activities.
* Promote pupils’ social and emotional development.
* Contribute to the health and wellbeing of pupils.
* Provide support for EAL pupils (where appropriate to the focus of the role).
* Support children with specific needs (where appropriate to the focus of the role), eg sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
* Contribute to individual action plans as appropriate.
* Support pupils with literacy and numeracy skills.
* Support pupils to access the curriculum.
* Dealing with the personal care needs of children, where appropriate.
* To complete the role of reader-scribe during exam periods when required.

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

* 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.
* Provide feedback to learning, as appropriate, in line with school policy.

**Support for the school:**

* Support the development and effectiveness of teamwork 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 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.
* 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 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 AET, 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 AET.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra which is why, at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values**:

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**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 - Advanced Apprenticeship (Primary)**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSE Maths and English Grade A-C or equivalent, or willingness to work towards Literacy and Numeracy functional skills qualifications | -- |
| **Knowledge / Experience** | Specific knowledge/  experience required for the role | * Experience of working with or caring for children of a relevant age * Basic understanding of child development and learning | * Experience of working with children with SEN |
| **Skills** | Line management responsibilities (No.) | -- | -- |
| Forward and strategic planning | -- | -- |
| Budget (size and responsibilities) | -- | -- |
| Abilities | * Good numeracy/literacy skills * Able 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 | -- |
| **Personal Characteristics** | Behaviours | Ability to:   * work effectively as part of a team * stay calm under pressure * communicate effectively and relate well to both children and adults * work flexibly to meet needs of the academy * willing to undertake relevant training courses | -- |
| Values | Ability to demonstrate, understand and apply our values:   * Be unusually brave * Discover what’s possible * Push the limits * Be big hearted | -- |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people | -- |