

## **JOB DESCRIPTION**

<b>Job title:</b>	Apprentice Teaching Assistant	<b>Scale</b>	£6.40 is the National Apprenticeship rate for apprentices. Rising to National Minimum (NMW) or National Living Wage (NLW) for their age if they are aged 19 or over and once they have completed the first year of the apprenticeship.
<b>Reports to:</b>	SENDCO/SLT		

### **Main job purpose**

To assist the SENDCO in the provision of a stable, caring and supportive learning environment, that enables students to achieve their full learning potential and facilitates their personal, social and moral development.

You are expected to work with individual students who have particular needs and small groups of students, as directed, to support the Teaching and Learning process.

### **Main responsibilities and duties**

- To discuss and follow the PTA's/other senior staff plan for the lesson/day/week/term/unit of work.
- To develop, maintain and apply knowledge and understanding of students' general and specific learning needs and to ensure that support is given to them at an appropriate level.
- To support and direct literacy and numeric tasks, clarifying and explaining instructions within a classroom setting.
- To focus support on areas needing improvement, both academic and social.
- To support the inclusivity of students with SEND.
- To establish effective working relationships and set a good example through their presentation and personal/professional conduct.
- To undertake routine administrative tasks as required.
- To assist with the general management and organisation of students and resources/equipment which relate to the support of our students.
- To assist with the planning, organising and supervising of any educational visits and outings.
- Under the direction of the class teacher/other senior member of staff, to prepare the classroom and associated areas for use, including preparing materials and setting out equipment etc.
- Tidy classroom and associated areas.
- To make up and maintain resources.
- Attend and contribute to school staff meetings and in-house training within school hours or outside normal working hours with prior agreement.
- To provide support either through practical activity or through invigilating students undertaking examinations at the school.
- Prepare work and notices for display purposes. Manage displays.
- To work with and support individual students or groups of students on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Supervision of all students on the school premises during the PM break time, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher when necessary.

## Knowledge & Skills

- Experience of working with children and young people.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

## Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.
- The post holder is ultimately responsible to the Principal in all matters, through the SENDCO and via the line management structure.

## Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- The post holder will interact on a professional level with all colleagues and will be required to establish and maintain productive links with teaching staff and other teaching assistants.

## Decision Making

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.
- Within the agreed Academy policies, guidelines and rules decide on when and how to apply a range of strategies for the benefit of students in relation to their behaviour and attitude.
- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Taking the initiative as appropriate to develop appropriate multi-agency approaches to supporting students learning.
- Work to set deadlines and to prioritise own workload.
- To ensure the appropriate and adequate back up and security of computerised data records.
- To ensure the appropriate and adequate collection, maintenance and presentation of data held within the school.
- Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.

## Working Environment

- Working throughout the site on more than one floor.
- Working in different rooms when supporting students in either classroom or intervention sessions.
- Spilt site

**Job description prepared by:**

HR/SLT

**Date:**

May 2024

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.