



JOB DESCRIPTION

Job Title:	Apprentice Teaching Assistant
Responsible to:	SENDco
Grade:	National Minimum Wage Rate for Apprentices
Hours:	37 hours per week
Contract:	For the duration of the Apprenticeship fixed term for 12 months in the first instance, to be reviewed, Term Time only inclusive of 5 Inset Days
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate

Duties and Responsibilities

Support for students

1. Support students' learning in the Guided Learning Centre and within a range of classroom settings, including working with individuals and target groups.
2. Working with students with complex needs: monitor and provide for their general care, safety and welfare, including undertaking tasks connected with social inclusion.
3. Establish productive working relationships with students, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
4. Contribute to students IEPs: reviewing and updating progress, as part of the plan do review cycle - attend review meetings if appropriate.
5. Provide feedback to students in relation to progress and achievement.
6. Promote the inclusion and acceptance of all students within the classroom, encourage them to interact and work co-operatively with others and to engage in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.

Support for the teachers

1. Within the school's discipline policy, assist with behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
2. Support the organisation of learning activities (including learning environment and resources) in ways which keep students safe, both within the structure of the school day.
3. Assisting in the delivery of timely interventions with targeted students, as directed by SENDco/ Assistant SENDco.
4. Ensuring that accurate records of support and interventions are kept updated and records of individual student progress.
5. Develop ICT resources to help support individual or identified groups of students.
6. Support the role of parents in students' learning and contribute to meetings with parents to constructively feedback on pupil progress/achievement.
7. Assisting with ensuring that SEND students are appropriately supported in examinations and during controlled assessments.

Support for the curriculum

1. Support the organisation and manage safely the learning activities, teaching space and resources, taking account of students' interests, language and cultural backgrounds.
2. To support the inclusion of vulnerable students in extra-curricular activities and trips.
3. Support the deliverance of learning activities to students within an agreed system of supervision, adjusting activities according to pupil responses/needs.
4. Assist with the appropriate deployment and use of specialist aid/resources/equipment.
5. Use ICT effectively to advance learning and develop student' competence and independence in its use.

Support for the school

1. Contribute to the overall ethos/work/aims of the school.
2. Be aware of and support difference and ensure all students have equal access to opportunities for them to learn and develop.
3. Comply with procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the designated person.
4. Carry out administrative duties to support teaching and learning within curriculum areas.
5. Support in the co-ordination and/ or support a school activity e.g extra-curricular activities, work experience, home-school liaison, SEND work.
6. Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students, in liaison with the teacher.
7. Attend and participate in meetings as required.
8. Participate in training, other learning activities and performance management as required
9. Undertake any other duties commensurate with the duties/responsibilities/grade of the post

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Responsibility for people: Providing appropriate care/support to students with complex behaviour, learning, and/or health care needs.

Responsibility for physical resources: The post has some direct responsibility for physical resources, including safe/secure record keeping and maintenance and management of learning resources.

General

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.