Academies Enterprise Trust

Job Description

Job Title: Teaching Assistant - Advanced Apprenticeship (EYFS)
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 pupils with their learning in EYFS in order that they achieve their full potential in school.

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 Early Years Educator 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):

- To develop an understanding of the learning needs of pupils and use this knowledge to support them to become independent learning in the classroom.
- To take into account a pupil’s learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations and use of equipment and materials.
- To develop the study and organisational skills of pupils, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor pupils’ responses to learning activities and progress towards targets, record achievement and feedback to teachers and the inclusion team, as required.
- To assist in the implementation and tracking of pupil targets.
- To provide support for pupils’ emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the academy’s Behaviour Policy.
- To assist with the general pastoral care of pupils.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Dealing with the personal care needs of children, where appropriate.

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.

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.

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**Person Specification**

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

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<th>Detail</th>
<th>Essential requirements:</th>
<th>Desirable requirements:</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Qualifications required for the role</td>
<td>● GCSE Maths and English Grade A-C or equivalent, or willingness to work towards Literacy and Numeracy functional skills qualifications</td>
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<td>Knowledge / Experience</td>
<td>Specific knowledge/ experience required for the role</td>
<td>● Experience of working with or caring for children of a relevant age</td>
<td>● Experience of working with children with SEN</td>
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<td><strong>Skills</strong></td>
<td>Line management responsibilities (No.)</td>
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<td>Forward and strategic planning</td>
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<td>Budget (size and responsibilities)</td>
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<td><strong>Abilities</strong></td>
<td>Good numeracy/literacy skills</td>
<td>Able to communicate and relate well to both children and adults</td>
<td>Effective use of ICT to support learning</td>
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<td><strong>Personal Characteristics</strong></td>
<td>Behaviours</td>
<td>Ability to:</td>
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<td><strong>Values</strong></td>
<td>Ability to demonstrate, understand and apply our values:</td>
<td>Be unusually brave</td>
<td>Discover what's possible</td>
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<td><strong>Special Requirements</strong></td>
<td>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</td>
<td>Right to work in the UK</td>
<td>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</td>
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