

**HAYDON SCHOOL**  
**JOB DESCRIPTION – TEACHING ASSISTANT (APPRENTICESHIP)**

<b>Post Title</b>		<b>Teaching Assistant - Apprenticeship</b>
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>		SENCO
<b>Responsible for:</b>		<ul style="list-style-type: none"> <li>▪ To work as part of the Learning Support Team in supporting and including students with learning difficulties/disabilities in mainstream classes</li> <li>▪ To provide support for students with a Statement /EHCP of Special Educational Needs and other pupils on Special Needs List</li> </ul>
<b>Liaising with:</b>		SENCO HLTAs Subject teachers
<b>Working time:</b>		<p>33.5 hours per week, term time only including five training days (39 weeks a year). Pattern of work will be arranged in line with the needs of the school.</p> <p>You are required to attend a training course, and we agree to release you from your duties to attend such training as is reasonably required in order to complete your apprenticeship and attain the agreed qualification.</p>
<b>Salary/Grade:</b>		<p>Apprenticeship Rate / National Minimum Pay rate as applicable</p> <p>Apprentices are entitled to the apprentice rate if they are either:</p> <ul style="list-style-type: none"> <li>• aged under 19</li> <li>• aged 19 or over and in the first year of their apprenticeship</li> </ul> <p>Apprentices are entitled to the minimum wage for their age if they both:</p> <ul style="list-style-type: none"> <li>• are aged 19 or over</li> <li>• have completed the first year of their apprenticeship</li> </ul>
<b>Disclosure level:</b>		Enhanced
<b>MAIN (CORE) DUTIES:</b>		Under the guidance of qualified staff
<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>▪ Support pupils to understand instructions</li> <li>▪ Assist pupils with the development of communication, reading and writing skills, manual dexterity skills, basic educational skills and general curriculum activities as directed by the teacher/s to facilitate the pupils access to the curriculum and help them towards full integration</li> <li>▪ Support pupils using ICT</li> <li>▪ To provide support for pupils with special educational needs across all areas of the curriculum, age groups and difficulties including physical disabilities and emotional and behavioural difficulties.</li> <li>▪ To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use</li> <li>▪ Supervise and support pupils ensuring their safety and access</li> </ul>

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		<ul style="list-style-type: none"> <li>to learning</li> <li>▪ Respond appropriately to the needs of individual students</li> <li>▪ To promote the inclusion and acceptance of all pupils</li> <li>▪ Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>▪ Encourage pupils to act independently as appropriate</li> <li>▪ Ensure that the pupil has appropriate specialised equipment made available to him/her as required</li> <li>▪ Act as amanuensis or reader during examinations for pupils with access arrangements</li> <li>▪ To help enable the class teacher to engage closely with all SEND and low attaining students</li> <li>▪ Lead small group interventions during Form Time</li> </ul>
<b>Curriculum Development</b>		<ul style="list-style-type: none"> <li>▪ Develop strategies for individual students to support them in their learning</li> </ul>
<b>Staffing:</b>		<ul style="list-style-type: none"> <li>▪ To maintain and promote teamwork amongst the Learning Support staff</li> </ul>
<b>Staff Development</b>		<ul style="list-style-type: none"> <li>▪ To attend staff training as required to develop and enhance own to skills to further support students</li> </ul>
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>▪ To ensure that this is maintained at all times</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>▪ To ensure the maintenance of accurate and up-to-date information</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>▪ Gather/report information from/to parents/carers as directed</li> <li>▪ Be aware of pupil problems/ progress/achievements and report to the teacher as appropriate</li> <li>▪ Undertake pupil record keeping as directed</li> <li>▪ To contribute to discussions, meetings and document in relation to pupil progress as appropriate</li> </ul>
<b>Pastoral system:</b>		<ul style="list-style-type: none"> <li>▪ To help and encourage the pastoral team towards continuity</li> <li>▪ To fully support the School Behaviour for Learning Policy</li> </ul>
<b>Additional Duties:</b>		<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p>
<p><b>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</b></p> <ul style="list-style-type: none"> <li>▪ To promote actively the school's corporate policies</li> <li>▪ To continue personal development as agreed</li> <li>▪ To actively engage in the staff review and development process</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of</p>		

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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.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

**DATE: NOVEMBER 2017**