**JOB DESCRIPTION**

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| **JOB TITLE** | **Teaching Assistant (TA) Apprentice** |
| **SCHOOL** | Opportunities available at Caludon Castle School, Foxford School. Kingsbury School, Hill Farm Primary School and Richard Lee Primary School |
| **GRADE** | pa pro rata to hours worked each week and the number of weeks worked each year |
| **HOURS** | 37 hours per week (5 days per week), Term time only plus 5 teacher training days. Hours of work 8.00 am to 4.00 pm Monday to Thursday, 8.00 am to 3.30 pm Friday (half an hour lunchbreak each day). |

**Job Purpose:**

* To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people.
* To support with intervention to a small number of identified students ‘cohort’ whereby both classroom and 1:1 support is provided supporting these students to achieve their termly targets.
* To complete training as per the apprenticeship specification, using work experience gained to support this.

**Duties and Responsibilities:**

**OUTLINE RESPONSIBILITIES AND TASKS**

Under the direction and control of the classroom teacher or designated supervisor, and initially with the support of a buddy:

* Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
* Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those students with special educational, physical or emotional needs.
* Monitor individual student's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
* Actively engage in the pre-determined educational activities and work programmes at an age and ability appropriate level, including the administration of tests, and the use of information technology as appropriate.

**JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:**

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of students as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
3. Undertake supervision and discipline of students, provide support with within the procedures of the school/service, reporting any difficulties as appropriate.
4. Promote student independence in learning, social and mobility skills, reinforcing the student's self-esteem through praise and encouragement.
5. Ensure that students are able to safely use equipment and materials provided.
6. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, KS4
7. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
8. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
9. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work.
10. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
11. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of students which will include:

* assistance with the personal hygiene routines, e.g. toileting, toilet training, changing of incontinent children, dressing and undressing, personal intimate care
* the changing of soiled clothing and its disposal in an appropriate way;
* assisting with children's injuries and, where appropriately qualified, administering first aid;
* assist with the administering of medicines under the direction of **the appropriate medical** staff;
* assist with the identification and monitoring of children's general health and welfare
* feeding students.

1. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Support and contribute to the overall ethos/work/aims of the school.
3. Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
4. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
5. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
6. Attend and participate in relevant meetings as required.
7. Assist the teacher in supporting volunteer helpers or students in the classroom.
8. Any other duties and responsibilities within the range of the salary grade.
9. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.
10. Carry out the duties of the post with due regard to the school's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures.

**Apprenticeship** (an average of 5 hours per week will be allocated to complete training and assessment material)

* To complete all assessment material in the given timescales, requesting help when needed.
* To meet with the Apprenticeship Assessor and Internal Verifier
* To complete training sessions when required

Postholder reports to :

Support to :

Level of supervision :

**Timetabled support will incorporate: 27 hours per week; over 5 days, Monday to Friday. 8.35 am to 3.10 pm on Monday, and 8.50 am to 3.10 pm Tuesday to Friday.**

# PERSON SPECIFICATION

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| **JOB TITLE** | **Teaching Assistant (TA) Apprentice** |
| **SCHOOL** | Opportunities available at Caludon Castle School, Foxford School. Kingsbury School, Hill Farm Primary School and Richard Lee Primary School |
| **GRADE** | £6,752 salary per annum, is £5,833 pa pro rata to hours worked each week and the number of weeks worked each year |
| **HOURS** | 37 hours per week (5 days per week), Term time only plus 5 teacher training days. Hours of work 8.00 am to 4.00 pm Monday to Thursday, 8.00 am to 3.30 pm Friday (half an hour lunchbreak each day). |

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| **Attributes** | **Job Requirements** | **Measurement** |
| **Knowledge** | * **Basic understanding of child development and learning** * **Ideally training in relevant learning strategies** | **A, I**  **A, I** |
| **Skills and Abilities** | * **To effectively use ICT and use of other equipment – video, photocopier** * **Ability to relate well to children and adults** * **To work constructively as part of a team** * **Ability to self-evaluate learning needs and seek learning opportunities** * **Approachable and resilient** * **Excellent communication skills** | **A, I**  **A, I , R**  **A, I , R**  **A, I**  **A, I**  **A, I, R** |
| **Experience** | * **Ideally experience of working with children of relevant age or with specific special needs** | **A, I, R** |
| **Educational** | * **Good literacy and numeracy skills** * **GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications** | **A, I**  **A, I** |
| **Safeguarding** | **In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:**   * **Motivation to work with children and young people;** * **Ability to form and maintain appropriate relationships and personal boundaries with children and young people;** * **Emotional resilience in working with challenging behaviours; and** * **Attitudes to use of authority and maintaining discipline.** |  |

Measurement: A – Application Form, I – Interview, R - Reference