

## **Job Description**

<b>Job Title:</b>	<b>Learning Support Assistant Apprentice</b>
<b>Location:</b>	<b>Tamworth Enterprise College</b>
<b>Hours of work:</b>	<b>37, TTO Plus 5 Professional Development Days</b>
<b>Reports to:</b>	<b>SENDCO</b>

## **Purpose of the Role:**

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

## **Training:**

During your apprenticeship (typically 24 months - this will be determined by your existing qualifications and/or experience) you will be assigned a Trainer and will work towards the Teaching Assistant apprenticeship standard (level 3) which has highly transferable knowledge, skills and behaviours which can be applied across all sectors. You may also be required to complete Maths and English Functional Skills (this will be determined by your existing qualifications).

Your Trainer will meet with you virtually and onsite, with formal tripartite reviews a minimum of every 10 weeks. Additional time will be allocated should you need to undertake functional skills and you must commit to attending these sessions also.

You will fully commit to the off-the-job training requirements of the post alongside your normal day-to-day job.

## **Responsibilities:**

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student'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 students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENCo as required. Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- 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 contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings

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 Academies Enterprise Trust

### **Permanent Appointments and higher level apprenticeships**

Due to operational requirements apprentices cannot be guaranteed a permanent job or higher level apprenticeship on completion of their apprenticeship. Where a suitable permanent job or an advanced level apprenticeship opportunity becomes available in their training academy or other Academies Enterprise Trust academies, apprentices are strongly encouraged to apply for it and subject to satisfactory completion of their apprenticeship and suitable qualifications / experience will be guaranteed an interview.

### **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. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This

includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

### Job Title: Learning Support Assistant Apprentice

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications &amp; Experience</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>● GCSE Maths and English (Grade A-C or 4-9) or equivalent or willingness to work towards Functional Skills qualifications</li> <li>● Good IT skills</li> <li>● Basic understanding of child development and learning classroom roles and responsibilities</li> <li>● confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children</li> </ul>
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> <li>● Basic understanding of child development and</li> <li>● Learning child development and learning</li> <li>● Classroom roles and responsibilities</li> <li>● Confidentiality</li> <li>● Ability to work independently and use initiative</li> <li>● Ability to stay calm under pressure</li> <li>● Ability to communicate effectively and relate well to both children and adults</li> <li>● Ability to build and maintain effective relationships</li> <li>● Ability to work effectively as part of a team</li> <li>● Ability to provide excellent customer</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children with SEN</li> </ul>



		<p>service, both to internal and external customers</p> <ul style="list-style-type: none"> <li>• Demonstrate a commitment to equality</li> <li>• Positive work ethic.</li> <li>• Determined to provide the best Learning Pathways provision possible.</li> <li>• Ability to listen and interpret instructions effectively so that learning is maximised for students.</li> <li>• Committed to improving the life chances of young people.</li> </ul>	
<p><b>Behaviours</b></p>	<p>Skills/Abilities</p>	<ul style="list-style-type: none"> <li>• Good IT skills</li> <li>• Ability to communicate and relate well to both children and adults</li> <li>• Effective use of ICT to support learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li> <li>• Ability to organise own workload, follow a schedule and meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



		<ul style="list-style-type: none"> <li>• Ability to plan own work on a daily basis</li> <li>• Able to work flexibly to meet needs of the academy</li> <li>• Willing to undertake relevant training courses including travel if required</li> </ul>	
	Special requirements	<ul style="list-style-type: none"> <li>• You must be resident in England and have the right to work in the UK</li> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>