

Marjory Kinnon School Job Description

Contractual Details				
Post Title:	Apprentice Teaching Assistant			
Responsible to:	Class Teacher			
Contract type:	Permanent	Fixed Term ✓ (12 months initially)	Full time ✓ (Term time only)	Part time
	This post is temporary while the post-holder is undergoing training. It will be for 12 months initially, performance and progress will be reviewed and if the post-holder is on track the contract will be extended for a further 12 months. If a post is available at the end of the training period, the post holder will be required to apply and follow the normal application process.			
Contractual Hours:	<ul style="list-style-type: none"> • 33.75 hours x 39 weeks per year (Term Time plus inset days) • 8.30am - 3.45pm Mon, Tue, Thurs; 8.30am - 4.00pm Wed; 8.30am - 3.15pm Fri. 			
Salary:	Up to £15,727 per annum (LLW)			
Job Purpose				
	<ul style="list-style-type: none"> • To work under the direction of the class teacher (or TA leading the class in the short term absence of the class teacher). • To develop the key skills and attributes necessary to support teaching and learning at an appropriate level. • To gain Level 3 Supporting Teaching and Learning in Schools accreditation. 			
Post Holder's Responsibility				
Teaching and Learning	<ul style="list-style-type: none"> • Under the supervision of the class teacher deliver planned activities to individuals and small groups in small steps so that they are able to access the planned learning. • Under the supervision of the class teacher to support the development of pupils' literacy skills in all lessons. • Under the supervision of the class teacher to support the social communication skills of pupils at all times. • Under the supervision of the class teacher to support the development of pupils' independent learning and independence skills. • To plan and deliver lunchtime activities as timetabled. 			
Assessment	<ul style="list-style-type: none"> • To feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form. • Under the supervision of the class teacher to assist the class teacher to mark work and give verbal feedback to pupils on progress made and next steps in all lessons. • Under the direction of the class teacher to deliver targeted interventions and report on progress made by pupils receiving these interventions. 			
Pastoral	<ul style="list-style-type: none"> • To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy. • To assist with the general pastoral care of the pupils, follow Health Care Plans, and help pupils who are sick, distressed or injured. • To actively engage and supervise pupils during unstructured time and transitions as necessary for their safety. • To establish positive relationships with the pupils and encourage them to interact with others and engage in activities. 			

Management of Resources	<ul style="list-style-type: none"> To prepare the classroom for lessons, ensuring resources are available and cleared away throughout, and at the end of the lesson. To prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use.
Support to the class teacher	<ul style="list-style-type: none"> Carry out any reasonable duties, which the class teacher deems appropriate and necessary for the benefit and well-being of the pupils. To accompany the class teacher and supervise pupils on visits, trips and out of school activities as required. To work on displays following consultation with the class teacher/team leader. To provide general clerical support, e.g. photocopying, laminating, filing, etc as required.
Other	<ul style="list-style-type: none"> To attend all training sessions relating to the L3 Apprenticeship To complete and pass all assignments relating to the L3 apprenticeship To meet all deadlines relating to the L3 apprenticeship Keep own knowledge and skills up to date. Engage in all aspects of professional development that the school provides. Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school. Attend and participate in regular meetings, fulfil responsibilities as specified on school rotas and duties and undertake lunchtime supervision duty. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties, which the Head Teacher may, from time to time, deem appropriate and necessary.

Personal Specification	
Qualifications and Experience	<ul style="list-style-type: none"> GCSE or Equivalent qualification in English and Mathematics (preferred) or a willingness to gain L2 functional skills qualifications by the end of the apprenticeship To meet the criteria to register with the apprenticeship provider The ability to write extended assignments at a level commensurate with a Level 3 qualification
Knowledge and understanding	<p>The post holder will have knowledge and understanding of:</p> <ul style="list-style-type: none"> The education system in England SEND and the barriers to learning it can represent
Skills	<ul style="list-style-type: none"> Is able to work as a member of a class team to deliver and assess planned tasks. Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration. Can break down given planned tasks into small steps of learning and can give focused feedback on progress made and next steps. Can use ICT effectively to support learning and general administrative tasks. Can self-evaluate effectively to improve own practice.
Professional Values and Practice	<ul style="list-style-type: none"> Demonstrate a willingness and ability to improve own practices and to act on feedback. Be positive and respond to situations in a calm, professional manner at all times. Be self-motivated, creative, robust and resilient. Carry out responsibilities while being flexible and adaptable.

	<ul style="list-style-type: none"> • At all times model good relationships, attitudes and behaviour. • Work collaboratively within a team using own initiative. • Understand and respect social, cultural, linguistic, religious and ethnic backgrounds. • Support the Head Teacher and Deputy Head Teacher in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils. • Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.
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Summative Agreement	
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Confidentiality Code of conduct Safeguarding Health and Safety Induction	<ul style="list-style-type: none"> • I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s). • I will adhere to the school’s code of conduct. • I will comply with all school policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s). • I agree to take care of my own and other’s safety at all times and to carry out my duties in accordance with the school’s Health and Safety policy and procedures. • On joining the school I agree to attend Induction sessions and complete all related tasks as required.
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This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.

Agreed by post holder _____ Date _____

Print name: _____

Date of this review: April 2023	Date of next review: September 2024
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