

Holmer Lake Primary School

Apprentice Teaching Assistant Job Description

Job Purpose
To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
Major Tasks
<ul style="list-style-type: none">• Support the aims and team values of the school.• To support the progress and attainment of pupils, including higher attainers and pupils with SEND. Supporting the teacher by adapting learning for pupils to accelerate progress.• Under the guidance of teachers and leaders, support individual or groups of pupils throughout the curriculum.• To support the wellbeing and mental health of pupils.• To be involved in the planning, development and delivery of intervention strategies.• Support pupils with intimate care and first aid.• Set a good example in terms of dress code, punctuality, behaviour, attendance and positive promotion of the school.• To understand relevant policies/codes of practice and awareness of relevant legislation.• To have the ability to self-evaluate own learning needs and actively seek learning/training opportunities.• Liaise with DSLs on any safeguarding concerns.• Participate in development and training opportunities.
Contacts & Relationships
<ul style="list-style-type: none">• Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters• Supervise and support pupils ensuring their safety and access to learning• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs• Promote the inclusion and acceptance of all pupils• Encourage pupils to interact with others and engage in activities led by the teacher• Encourage pupils to act independently as appropriate• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate• Gather/report information from/to parents/carers as directed• Support pupils to understand instructions• Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher• Support pupils in using basic ICT as directed• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop• Appreciate and support the role of other professionals• Attend relevant meetings as required• Participate in training and other learning activities and performance development as required• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes• Accompany teaching staff and pupils on visits, trips and out of school activities as required
Creativity

<ul style="list-style-type: none"> • Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work • Be aware of pupil problems/progress/achievements and report to the teacher as agreed • Undertake pupil record keeping as requested • Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc. • Put up displays around the school.
Decisions
<ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the school
Management & Supervision
<ul style="list-style-type: none"> • No Management or Supervisory responsibilities
Supervision Received
<ul style="list-style-type: none"> • Class teacher and/or SENDCo to supervise daily work allocation and interventions.
Complexity
<ul style="list-style-type: none"> • Receive regular CPD to ensure high standards and skills developed. • Conduct clerical/admin tasks, such as photocopying, filing, organising work.
Resources
<ul style="list-style-type: none"> • Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Impact
<ul style="list-style-type: none"> • Follow the school policies, ethos and values. • Ensure all pupils feel safe and secure. Support pupils' wellbeing and mental health.
Physical Demands
<ul style="list-style-type: none"> • Regular sitting and movement around class/school. • Carry small equipment and resources. • Complete display work. • Join in PE sessions. • Accompany school trips.
Working Environment
<ul style="list-style-type: none"> • Work in a school environment ensuring health and safety expectations are followed. • Liaising with parents and outside agencies.
Emotional Context
<ul style="list-style-type: none"> • Liaise with the school DSLs linked to any emotional strain. • Counselling service available.
Other
<ul style="list-style-type: none"> • The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. • The postholder will be expected to actively follow all school policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. • The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. • The postholder will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> A minimum of 4 GCSEs at grades 4-9 (GCSE C or above) including English and Maths Successful completion of a pre-assessment in college
Apprenticeship Eligibility	<p>To be eligible for an apprenticeship you need to:</p> <ul style="list-style-type: none"> Be resident in England and have the right to work in the UK, Be aged 16 or over Not in full time education or already undertaking other DfE funded training that would be covered by the apprenticeship. Not already hold a qualification at the same level or above in the subject area of the apprenticeship qualification you will be undertaking. Must be willing and eligible under the apprenticeship scheme to work toward the Teaching Assistant Apprentice Level 3 qualification and any required Functional Skills in Maths and English (if applicable).
Experience	<ul style="list-style-type: none"> Working with or caring for children of relevant age
Knowledge	<ul style="list-style-type: none"> Appropriate knowledge of First Aid
Skills	<ul style="list-style-type: none"> Use basic technology – computer, video, photocopier Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal style & behaviours	<ul style="list-style-type: none"> Comply with current safeguarding guidance
Fluency Duty	<ul style="list-style-type: none"> This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. This post has been assessed as requiring B2 level under the Common European Framework of Reference for Language (CEFR). The post holder is required to be able to liaise with the children and staff and be able to write down any safeguarding concerns if required.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	Yes
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	Yes

Information on types of criminal records checks is available at <https://www.gov.uk/disclosure-barring-service-check>