



### **Job Description TEACHING ASSISTANT APPRENTICE**

**1. POST TITLE:** TEACHING ASSISTANT APPRENTICE

**2. GRADE:** LEVEL 3 APPRENTICE

**3. WAGE:** Apprentice wage in line with age (term time only)

**4. LOCATION:** Montalbo Nursery and Primary School

**5. RELEVANT TO THIS POST**

**Disclosure & Barring Service:** Subject to DBS Enhanced disclosure

**6. ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Headteacher

**7. DESCRIPTION OF ROLE:**

The successful candidate will be based primarily within Key Stage 1. You will work alongside the class teacher to support teaching and learning, lead small groups, make observations of children, communicate with parents and carers.

**8. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

As an apprentice you will work as part of the Key Stage 1 team to gain as much practical experience as possible throughout the duration of your course.

Listed below are the responsibilities this role will be primarily responsible for:

1. Provide learning activities for individuals and groups of pupils and also under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher.

3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants in this role may also be required to undertake at least one of the following under the direction of the class teacher:
  - a. Provide support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
  - b. Provide support to pupils where English is not their first language
  - c. Provide support to gifted and talented pupils
  - d. Provide support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

The generic responsibilities which may be undertaken in support of the above work include the following (if applicable):

8. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
9. Be responsible for the preparation of resources
10. Escort and supervise pupils on educational and out of school activities
11. Guide and support pupils in their personal, emotional and social development
12. Prepare and present displays
13. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
14. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
15. Work with pupils not working to the normal timetable.

Key Areas of this post include:

**Key Area:      Team Membership**

- Contribute to relevant team meetings.
- Make effective team contributions.
- Support other team members.
- Recognise and use your own strengths and those of others.

**Key Area: School Identity**

- Promote a positive image of the School to children, parents/carers and visitors.
- Involve children in the life of the wider community.
- Promote effective relationships with parents and carers in line with the School policy.

**Key Area: Personal and Career Development**

- Review and develop your own professional practice.
- Identify training needs.
- Undergo appropriate training.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

**9.1 Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

To establish a firm commitment to data security and confidentiality as appropriate.

**9.2 Communication**

To communicate effectively with the children, Key Stage One team and parents/carers

**9.3 Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

**9.4 Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

**9.5 General Management (where applicable)**

To ensure the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

**9.6 Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

**9.7 Equality and Diversity**

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

**9.8 Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

**9.9 Induction**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

9.10 **Safer Recruitment**

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

- 10. TRAINING DETAILS:** Training to be provided in line with L3 Teaching Assistant Standard (Level 3 Diploma in Supporting Teaching and Learning) through Darlington College. The successful candidate will be given one day per week release time to attend college.  
Expected duration: 18 months