Tudhoe Learning Trust

APPRENTICE (Teaching Assistant)

Job Description

Responsible to:	Head Teacher/Teacher
Responsible for:	No line management accountability
Place of work:	Your normal place of work will be Shield Row Primary School
Hours:	32.5 hrs, Monday to Friday each week.
Grade:	NMW for Apprenticeships. The current National Minimum Wage (NMW) April 26 rate for apprentices is £8.00 per hour. This applies to apprentices aged 16-18 and those aged over 19 in the first year of their Apprenticeship. For all other apprentices the National Minimum wage appropriate to their age applies. The Minimum Wage for Apprentices applies to time spent on the job plus time spent training.
Contract Term:	Fixed Term/Term-time

Role Summary

The primary role of the Teaching Assistant is to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. Promoting self-belief, social inclusion and a high self-esteem play an integral part to pupils' well-being; ensuring pupils thrive in a positive, nurturing, safe environment. It is an active role supporting the learner to access the curriculum. They are good role models, act with honesty and integrity, take part in team meetings; contribute to planning and class activities. Promoting Fundamental British Values through spiritual, moral, social and cultural development and positive behaviours are crucial in contributing to improved pupil progress and development.

Role Duties and Responsibilities

- Understand the need to provide feedback to support and facilitate an appropriate level of independence.
- Comprehend appropriate levels of learning resources to identify and help address weakness, consolidate strengths and develop individualised expectations.
- Recognise different stages of child development through school, eg: transition between key stages.
- Recognise the importance of using appropriate technology to support learning.
- Understand the need to accurately observe, record and report on pupil's participation, conceptual understanding and progress to improve practice and assessment for different groups of pupils.
- Understand the school's assessment procedures for benchmarking against targets set by the class teacher.
- Be familiar with assessment materials.
- An appropriate knowledge of the curriculum and context you are working in
- Understand current statutory guidance including 'Keeping Children Safe in Education' Part 1, safeguarding policies, Prevent Strategy.
- Understand the importance of sharing relevant information, in a timely manner with the designated Safeguarding lead. Understand the importance of first aid procedures, recording/reporting incidents and a broad knowledge of Health & Safety Policy
- Develop strategies to support and encourage pupils to move towards independent learning.
- Use appropriately varied vocabulary to ensure pupils' understanding.
- Embed effective behaviour management strategies using discipline appropriately and fairly in line with the school's policy.
- Deliver interventions in accordance with training given *(RAG rating)*.
- Foster and encourage positive, effective, nurturing and safe learning environments inspiring pupils to take pride in and learn from their individual achievements.
- Recognise, adapt and respond to all pupils encompassing SEN/emotional vulnerabilities, for example, use Makaton, visual timetables.
- Work closely with teachers to ensure own contribution aligns with the teaching.
- Ensure regular communication with teachers to provide clarity and consistency of role within lessons.
- Deliver/lead small group teaching within clearly defined/planned parameters using initiative, sensitivity and understanding.
- Build appropriate relationships with colleagues, pupils, parents, adults and stakeholders.

- Comply with policy and procedures for sharing confidential information and know when and where to seek advice.
- Implement current statutory guidance including 'Keeping Children Safe in Education' Part 1, safeguarding policies, Prevent Strategy.
- Undertake safeguarding training,
- Support pupils' well-being whilst embedding the importance of online safety.
- Contribute to a range of assessment processes and use information effectively for example: written records
- Use specific feedback to help pupils make progress.
- Apply good subject knowledge to support accurate assessment.
- Work closely with teachers to ensure own contribution aligns with the teaching.
- Ensure regular communication with teachers to provide clarity and consistency of role within lessons.
- Deliver/lead small group teaching within clearly defined/planned parameters using initiative, sensitivity and understanding.
- Contribute to a range of assessment processes and use information effectively for example: written records.
- Use school computer systems, including specialist software eg: online registration, intervention programmes and management information systems.
- Use relevant technology competently and effectively to improve learning.
- Ensure pupils use technology safely.
- Use a range of strategies including scaffolding and open questioning skills to enable pupils to access and engage in learning.
- Recognise the difference between pastoral and academic issues and model good behaviour for learning.

Is able to:

- Flexibility, trust, professional conduct, confidentiality and being respectful.
- Promote the school's efforts to build positive behaviour for learning.
- Promote and exemplify positive behaviour and uphold the school ethos.
- Be enthusiastic and open to new ideas.
- Praise; provide constructive and specific feedback and support pupils, helping them to achieve their maximum potential socially, emotionally and academically through peer marking and reflection
- Demonstrate professional relationships in line with Staff Handbook.
- Be diplomatic, a positive role model and maintain confidentiality.
- Optimise learning opportunities and reflect on their personal development.
- Demonstrate a willingness to learn and improve personal skill set.
- Work collaboratively and constructively with the whole school team.
- Engage professionally as appropriate with outside professionals.
- Keep pupils at the centre of everything.
- Promote community cohesion and cultural diversity encompassing a full understanding of the school's ethos.

Qualifications:

- Apprentices must successfully complete a Level 3 Teaching Assistant qualification

Tudhoe Learning Trust

Apprentice (Teaching Assistant)

Person Specification

Category	Essential	Desirable	Method of Assessment
Education, Qualification & Training	5 GCSE's including English and Maths at Grades A-C/9-4 or Level 2 in literacy and numeracy or relevant equivalent qualification. Able to achieve the Teaching Assistant Level 3 during the duration of the apprenticeship.		Application Form / Certificates / Interview
Experience	Experience of working as part of a team. Experience of communicating with others verbally and in writing.	Experience of working with children	Application Form / Interview
Skills & knowledge	Able to follow instructions. Able to work independently and use own initiative as appropriate. Able to work effectively as part of a team.	Innovative and seek to continually improve. Able to work to deadlines and prioritise demands.	Application Form / Interview
Personal Qualities	Good communication skills. Care and Compassion Positive attitude. Relates well to others. Able and willing to learn and take part in ongoing training and development. Responsive and flexible approach to work. Have a good understanding of confidentiality issues when using sensitive data and information.		Application Form / Interview