



JOB DESCRIPTION

APPRENTICE

Name:

Job Title: Teaching Assistant Apprentice

Accountable to: Deputy Head/Careers Adviser

Date job description issued: September 2024

Estimated dates of apprenticeship: 2 years

A. General Information

1. Details of the general terms and conditions applying to this post are outlined in the Statement of Particulars provided to you on appointment to this post. The post holder should familiarise themselves with the school's policies which can be found on the staff area on the school's IT system.
2. The following is an outline of the range of duties that can be expected of a member of staff in the above post. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, without changing the general character of the job or the level of responsibility entailed.

B. Details of Apprenticeship including Qualifications to be Undertaken

1. **Purpose:**
To be part of the curricular team to support and progress children's learning and development needs and meet the standards required.
2. **Qualifications/Training to be provided:**
 - Day release one day per week at Exeter College to work towards the Level 3 'Support for Teaching and Learning in Schools Advanced Apprenticeship' which consists of:
 - L3 Diploma in Specialist Support for Teaching and Learning in Schools
 - L2 Functional Skills in Maths, English and ICT where appropriate
 - Employee Rights and Responsibilities
 - Personal Learning and Thinking Skills



C. Main Duties / Responsibilities

a) Support for Pupils

- To attend to the children’s general welfare, personal needs and personal hygiene to include lifting and positioning, toileting and feeding
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

b) Support for the teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils’ work
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.
- Assisting with collation of assessment evidence and pupils’ work

c) Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

d) Support for the School

- 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

Signed by Employee:-_____

Date:_____