



Job Description

NAME OF POSTHOLDER:	Apprentice Teaching Assistant
JOB PURPOSE:	To support teachers and other teaching assistants in the delivery of a range of learning/skills and/or personal/practical support to meet needs and/or well-being for individuals and/or groups.
RESPONSIBLE TO:	The Headteacher via the Assistant Headteacher and the SENCO
Objectives and principal responsibility areas:	
To support students, teachers, the school and the curriculum to ensure that students achieve their very best.	
Key Tasks:	
Under the guidance of Teachers and/or another Teaching Assistant the successful candidate will, over the course of the apprenticeship, work towards the below key tasks; SUPPORT FOR STUDENTS - Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities - Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes - Establish constructive relationships with students and interact with them according to individual needs - Promote the inclusion and acceptance of all students - Encourage students 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 students in relation to progress and achievement under guidance of the teacher - To read and understand your role as outlined in the Child Protection Policy and other safeguarding policies including those relating to Prevent. SUPPORT FOR TEACHERS - Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work - Use strategies, in liaison with the teacher, to support students to achieve learning goals - Assist with learning activities - Monitor students' responses to learning activities and accurately record achievement/ progress as directed - Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc. - Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour - Assist with examinations - Provide clerical/admin support SUPPORT FOR THE CURRICULUM - Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses - Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recording achievement and progress and feeding back to the teacher - Support the use of ICT in learning activities and develop students' competence and independence in its use - Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use	

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
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

APPRENTICESHIP

- As part of this role the successful candidate will be expected to work towards completing the apprenticeship, teaching assistant level 3. The successful candidate will also be required to complete functional skills initial assessments in Maths and English. Maths and English functional skills must be completed as part of the apprenticeship, if prior achievement at GCSE C/4 has not previously been achieved.

Developing the School Ethos:

The Governors of Dowdales would expect the post holder to:

- Fully support the ethos of the school
- Demonstrate consistently high standards of personal and professional conduct by:
 - maintaining high standards of ethics and behaviour, within and outside school
 - treating students and staff with dignity, building relationships rooted in mutual respect
 - having regard for the need to safeguard students' well-being, in accordance with statutory provisions
 - have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality
 - have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.