

Henry Chadwick Primary School

Job Description: Level 3 Teaching Assistant Apprentice	Grade: Apprentice	Date: 27.10.2023
Hours of work:	37 hours Term Time	
Responsible to:	Headteacher	
Based Upon Job No	Level 3 TA Apprentice	

Job Purpose:

To work under the direct instruction of teaching staff, usually in the classroom with the teacher.
Provide general support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.
Assist teachers with the following:

Support the teacher:

Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.

Support the teacher in the development and implementation of Individual Education/Behaviour Plans.

Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.

Provide support to pupils to achieve learning goals eg guided reading

Assist the teacher with the planning of learning activities

Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.

Provide details and regular feedback to teachers on pupils' achievement, progress, problems etc

Undertake appropriate basic admin tasks.

Support to pupils:

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Encourage pupils to interact with others and engage in activities led by the teacher

Assist children in matters of personal needs and their general health including first aid and welfare matters

Provide general support to pupils ensuring their safety, by complying with good H&S practice.

Support to Curriculum:

Assist the teacher in the preparation and development of agreed curriculum activities/materials

To provide support in literacy/numeracy/SEN strategies

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support to School:

Promote and safeguard the welfare of children you are responsible for or come into contact with

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

Ensure all pupils have equal access to opportunities to learn and develop

Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.

Contribute to the overall ethos/work/aims of the school

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

Requirements and Prospects

Desired Skills

Understanding of relevant policies/codes of practice

Good understanding of areas of learning eg literacy, numeracy, science, SEN or early years

Use of other equipment technology – DVS, photocopier, interactive whiteboard

Well-developed interpersonal skills to be able to relate well to a wide range of people

Work constructively as part of a team whilst being able to demonstrate initiative

Good communication skills

Effective use of ICT to support learning

Related Level 2 qualification

Personal Qualities

Customer focussed

Has a friendly, yet professional and respectful approach which demonstrates support and shows mutual respect

Open, honest and an active listener

Takes responsibility and accountability

Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service

Demonstrate a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations

Is committed to the provision and improvement of quality service provision

Is adaptable to change/embraces and welcomes change

Acts with pace and urgency being energetic, enthusiastic and decisive

Communicates effectively

Has the ability to learn from experiences and challenges

Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

Desired Qualifications

Desirable: GCSE or equivalent in English Language and Mathematics at Grade 9 to 4 (A*-C)

Please note it is essential you have a minimum grade 3 (D)

Related Level 2 qualification

Things to Consider

Your working week will consist of 37 hours Monday to Friday term time only

Due to our remote location, it will be beneficial for you to have your own transport.

Throughout the apprenticeship process ie teaching, learning and assessment, you will be fully prepared to complete an End Point Assessment, where you will be assessed through a combination of testing in controlled conditions, evidence produced in the workplace and recorded interview, therefore comprehensively examining the work you have completed

Accountabilities (all of which are in conjunction with the strategic responsibility of the Senior Line Manager):

- Supervising work that has been set by teaching staff.
- Assist with the development and implementation of Individual Education Plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Provide feedback to pupils in relation to progress and achievement.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Managing behaviour of pupils whilst they are undertaking this work to ensure a constructive environment, according to the school's behaviour policy.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Completing tracking sheets and information on pupil attendance and rewards.
- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support and ensure equal opportunities for all.
- 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.
- Recognise own strengths and areas of expertise.
- Assist with pupil needs as appropriate during the school day.
- Where required, there will be the need to assist with the recording of planned absence and support with setting cover in the absence of the cover coordinator

Professional Accountabilities

(This list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Academy's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

LEVEL 3 TEACHING ASSISTANT APPRENTICE

Person Specification

Insert relevant details from the person specification

Attributes	Essential	Desirable	Evidence
Education & Qualifications	<ul style="list-style-type: none"> Related Level 2 qualification 	GCSE or equivalent in English Language and Mathematics	
Experience & Skills	<ul style="list-style-type: none"> Well-developed interpersonal skills Effective use of ICT Good communication skills 	Having worked in an educational setting Good understanding of areas of learning	

Professional knowledge & understanding	<ul style="list-style-type: none"> Committed to the needs of the pupils, parents and other stakeholders Understanding of relevant policies/ codes of practice 		
Qualities	<ul style="list-style-type: none"> Customer focussed Open, honest and an active listener Takes responsibility and accountability 		
Circumstances & Health	<ul style="list-style-type: none"> Ensure all pupils have equal access to opportunities to learn and develop 		
Safeguarding Children	<ul style="list-style-type: none"> Promote and safeguard the welfare of children you are responsible for or come into contact with 		

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service