

**Milton St John’s CE Primary School**

**Apprentice (Level 2 Teaching Assistant)**

**Job Description**

The successful applicant will carry out the responsibilities of a level 2 teaching assistant.

Core hours for this post will be 8.30am till 4pm (with 30 mins lunch break). There will be an expectation that the successful applicant will also attend the 3 INSET days.

Main Functions: To assist in promoting the learning and personal development of all pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them. As a church school, all staff are expected to demonstrate an understanding of and uphold the Christian values of the school.

1. To aid pupils to learn as effectively as possible both in group/class situations and on his/her own by, for example:

* Clarifying and explaining instructions
* Ensuring pupils are able to use equipment and materials provided
* Motivating and encouraging the pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
* Using praise, commentary and assistance to encourage pupils to concentrate and stay on task
* Liaising with class teacher and line manager to ensure all pupils reach their potential
* Providing additional nurture to individuals when requested by the class teacher or SENCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support all pupils

1. To establish supportive relationships with the pupils in school.
2. To promote the acceptance and inclusion of vulnerable pupils, encouraging pupils to interact with each other in an appropriate and acceptable manner.
3. Monitor the pupils’ responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
4. To give positive encouragement, feedback and praise to reinforce and sustain the pupils’ efforts and develop self reliance and self esteem.
5. To mark pupils’ work under the direction of the class teacher.
6. To provide regular feedback on the pupils’ learning and behaviour to the teacher, including feedback on the effectiveness of the behaviour strategies adopted.
7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
8. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, Confidentiality, Using Social Media Responsibly, etc
9. To be aware of confidential issues linked to home/pupil/teacher/school.
10. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
11. To take part in training activities offered by the school to further knowledge and skills of working with children and other general whole school issues.
12. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
13. To accompany teacher and pupils on educational visits.

1. To provide individual support, as required, during testing and assessment sessions.

16 To carry out the above duties in accordance with the School’s Equal Opportunities Policy.

**This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.**

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**Person Specification**

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|  | **Selection Criteria**  **- Essential** | **Selection Criteria**  **- Desirable** | **How assessed** |
| **Qualifications** | To be willing to train and complete Supporting Teaching and Learning in Schools apprenticeship Level 2 |  | A |
| Ability to pass required essential skills tests set by apprenticeship provider. Maths , English and IT at Level 2 | Proof of Maths and English grade A-C or 9-4 | A |
| **Experience/**  **Knowledge** | Have knowledge of equal opportunities and Safeguarding legislation | Paediatric First Aid | A/I |
| Awareness of and commitment to inclusion | Knowledge of the curriculum | A/I |
|  | Proven successful experience of working with children in an educational setting | A/I |
|  | Evidence of providing and leading interventions | A/I |
| **Skills and Abilities** | To have the interpersonal skills to work as part of a team ; to build and maintain effective relationships with pupils and colleagues | To monitor, record and make basic assessments about an individual’s progress | A/I |
| Excellent communications in order to liaise sensitively with a range of people including children, parents and carers, other staff and professionals from outside agencies. |  | A/I |
| Ability to maintain confidentiality at all times. |  | A/I |
| Demonstrate high expectations of children with a commitment to helping them fulfil their potential |  | A/I |
| Demonstrate the ability to manage the behaviour of all pupils in their care |  |  |
| To contribute to the positive ethos in school and be a good role model. |  | A/I |
| To be able to follow instructions from the class teacher and adapt where necessary. |  | A/I |
|  | The ability to converse at ease with pupils, parents/carers and colleagues using accurate spoken and written English |  |  |
| **Personal Characteristics** | * Flexibility * Initiative * Empathetic and compassionate * Enthusiasm * Prompt and reliable |  | A/I |
| **Additional Factors** | To be prepared to undergo and additional training required and to show commitment to professional development |  | A/I |
|  | To work in line with all school policies including appraisal |  | A/I |
|  | To work within the guidelines of the Keeping Children Safe in Education policy |  | A/I |
|  | To respect and uphold the values of a Church of England school |  | A/I |