



Job Description & Person Specification Apprentice Teaching Assistant

Job Description	
Job Title:	Apprentice Teaching Assistant
Pay Grade / Scale / Range:	£4.68 per hour plus £1,289 SEN payment (increasing to statutory pay rate 12 months after enrolment)
Benefits & Perks:	TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme; Healthcare scheme
Working hours:	<p>36 hours 40 minutes per week</p> <p>Full Year</p> <p>You must be available to work other non-contracted hours as designated by senior leaders. This will be paid or accrue TOIL.</p>
Location:	You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Head of Site
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks for new staff to the organisation

Apprentice Teaching Assistant

Purpose of the post

To support students with their learning in classes and small groups in order that they achieve their full potential in school. To assist in the delivery and planning of support, integration and development of independence of students with special needs. To provide support in addressing the needs of pupils who require particular help to overcome barriers to learning.

To complete the approved accreditation in conjunction with our Training Provider using work experience gained to support this.

Support for the Young People

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To have high expectations of all pupils; respecting their cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To consider individual students' learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independent learning skills and employ strategies to encourage pupils to manage their own learning.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Deliver high quality one to one and small group support.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers as required.
- To assist in the implementation and tracking of student targets.
- To assist with the display and presentation of pupils' work.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Behaviour Policy.
- To assist with the general pastoral care of students including personal care where needed.
- To assist pupils during a range of learning activities e.g. PE/swimming and assessments.
- Assist with the supervision of pupils out of lesson times, including before and after school, breaks and lunchtimes and in holiday club.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend agreed relevant in-service training and take responsibility for own development.
- To maintain confidentiality in all school related matters.

Support for the Teaching Staff

- Prepare classroom as directed for lessons and clear afterwards.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Provide routine clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To participate in the planning and evaluation of learning activities with the teacher, writing reports and records as required.
- To monitor and record pupil responses and learning achievements, drawing any problems that cannot be resolved easily to the attention of the teacher.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Gather and report information from/to parents/carers as directed.

Apprentice Qualification

- To positively engage with the apprenticeship tutor in both face to face and remote teaching sessions.
- To be punctual at all sessions; sending apologies and an explanation if unable to attend.
- To complete all assessment material in the given timescales, requesting help when needed.
- To meet with the Apprenticeship Assessor and External Verifier as required.
- To use allocated study time effectively to ensure progress towards completion.

Support for the Organisation

- Comply with and assist with the development of policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall work and ethos of the organisation.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with staff, to support the achievement and progress of young people.
- Contribute to the development of appropriate multi-agency approaches to supporting people.
- Attend and participate in meetings as required.
- Improve own practice through training, observation, evaluation and discussion with colleagues.
- Recognise own strengths and areas of expertise and use them to support others.
- Contribute to the identification and execution of appropriate off-site activities, which consolidate and extend the on-site activities.

Standard Duties

- To work across the New Bridge Group if required.
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
- To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To undertake any other additional duties commensurate with the grade of the post.

Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

Responsible to: Head of Site

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	June 2016	SSH	HR Manager
REVIEWED	May 2020	SSM	HR Manager
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Trustees will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Trustees satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	<p>Literacy, numeracy and ICT skills; equivalent to minimum Level 1 of the National Qualification & Credit Framework</p> <p>Willingness to achieve a Paediatric First Aid certificate (where appropriate)</p>	<p>5 GCSEs, including Maths and English, Grade C or above or 4/5 (new grading).</p> <p>Other qualification relevant to the role including a relevant Level 2 qualification</p> <p>Team-teach training</p>	<p>AF / I</p> <p>AF / I</p>
Experience	<p>Experience of working with, volunteering or caring for children and young people of a relevant age to those within the New Bridge Multi-Academy Trust</p>	<p>Supporting children and young people with SEND</p>	<p>AF / I</p>
Skills & Abilities	<p>Ability to communicate effectively and relate well to both children and adults</p> <p>Ability to build and maintain effective professional relationships</p> <p>Ability to work effectively as part of a team; understanding classroom roles and responsibilities and your own position within these</p> <p>Initiative to work independently, organise own workload, follow a schedule and meet deadlines</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	<p>Ability to stay calm under pressure</p> <p>Emotional and physical resilience to support young people with complex needs including challenging behaviours</p> <p>ICT skills to operate a computer and other basic technology such as photocopiers etc.</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Knowledge	<p>Basic understanding of the National Curriculum and the types of lessons taught at the Key Stage relating to your preferred role</p> <p>Understanding of how safeguarding and confidentiality are important when working with children and young people</p> <p>Understanding of equal opportunities and an awareness of potential barriers children may have about learning</p> <p>Understanding of child development and learning</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Work circumstances	<p>Ability to work on a full time, full year basis and to work flexibly to meet the needs of the students</p> <p>To travel and work at other sites within the New Bridge Group as may be required</p> <p>Commitment to self-evaluate learning needs and actively seek learning opportunities</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p>

	Occasional out of hours working to support school functions		I
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Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview

