

**Job Description and Person Specification**

**Apprentice Teaching Assistant**

**The role of Apprentice Teaching Assistant involves:**

Supporting teachers in delivering the curriculum by:

- Supporting the teacher in setting up and clearing away after lessons.
- Supporting the development of the children whilst fostering positive relationships with both the staff and the children.
- Supporting the children during break and lunchtimes and also take part in supervising both indoor and outdoor break times.
- Supporting the class teacher in the preparation of resources for teaching and learning.
- Supporting the class teacher in the effective organisation of the classroom and display areas.
- Joining in with activities to help and maintain an atmosphere where the children are happy and safe.
- Contributing to the assessment of children through observations as directed by the class teacher.

The role of Apprentice Teaching Assistant involves supporting the learning of individuals and small groups by:

- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- Focusing support in areas needing improvement, both academic and social.
- Motivating and encouraging pupils to concentrate on and fulfil the tasks set.
- Undertaking learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.
- Seeking to ensure the promotion and reinforcement of the pupils' self-esteem, appropriate levels of effort and behaviour and guiding pupils to become individual learners.
- Accompanying children on offsite visits and taking responsibility for health and safety issues both on and off site, as identified through risk assessment carried out by the class teacher or defined in the school Health and Safety and Safeguarding policies.

The role of Apprentice Teaching Assistant involves supporting the personal care and individual needs of students by:

- Where required assisting with the personal care and toileting needs of students.
- Managing the behaviour needs of students with the help of behaviour support plans.
- Where applicable, supporting students with their medical needs following appropriate training.

## About the Candidate

Desired Skills:	<ul style="list-style-type: none"><li>• Motivated to develop as an individual and complete the training to achieve the qualification.</li><li>• Excellent communication skills.</li><li>• Excellent organisational abilities.</li><li>• A working knowledge of ICT.</li><li>• Excellent role model.</li><li>• Excellent time keeper.</li><li>• Committed to working collaboratively.</li><li>• Ability to work on own initiative at times.</li></ul>
Desired Personal Qualities:	<p>Working in a school environment is both exciting and challenging as well as extremely rewarding. The successful applicant will be someone who is:</p> <ul style="list-style-type: none"><li>• Resilient.</li><li>• Flexible.</li><li>• Reliable.</li><li>• Trustworthy.</li><li>• Discrete.</li><li>• Patient.</li><li>• Caring.</li><li>• Sense of humour.</li></ul>
Desired Qualifications:	GCSE English and mathematics, Grades C / 4, or equivalent (or working towards this during apprenticeship)

### Applications via

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-531363>