



Job Description

Job Title:	Teaching Assistant Apprentice
Location:	Feversham Primary Academy
Hours of work:	32.5 hours per week term time only (38 weeks per year) (Temporary for 24 months) Apprentice rate £5.05 per hour
Reports to:	Senior Leadership Team

Purpose of the Role:

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities

After receiving guidance and training:

- To provide an efficient and high quality support service to all students.
- To promote the inclusion of all students.
- In liaison with the class teacher to work with students to target identified learning needs.
- To provide practical support in the classroom to students who have recognised learning needs, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.

Training

During the apprenticeship you will be assigned an Assessor and you will complete a Level 2 BTEC Certificate in Supporting Teaching and Learning in Schools. You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place approximately every 4 weeks.

Main Duties:

After receiving guidance and training:

- 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 take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be



able to execute tasks effectively.

- To work on a 1-1 basis with students.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers. Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co- tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- 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 in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we are inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

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Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Good numeracy/literacy skills GCSE Maths and English Grade A-C or equivalent or • willingness to work towards literacy and numeracy • functional skills qualifications • Good IT skills • Basic understanding of child development and • Learning child development and learning • classroom roles and responsibilities • confidentiality • You must be resident in England and have the right to work in UK, aged over 16 and not in full time education or hold a degree or similar level qualification. 	<ul style="list-style-type: none"> • Appropriate first aid training • Experience of working with children
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Ability to work independently and use initiative • Ability to stay calm under pressure 	•
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	•



	Forward and strategic planning	<ul style="list-style-type: none">• Ability to organise own workload, follow a schedule and meet deadlines• Ability to plan own work on a daily basis	•
	Budget (size and responsibilities)	<ul style="list-style-type: none">• N/A	•
	Abilities	<ul style="list-style-type: none">• Ability to work independently and use initiative• ICT skills, as appropriate.• Ability to stay calm under pressure• Ability to relate well to children and adults• Understanding of principles of child development and learning processes• Adaptable and flexible with the ability to work in a team	•
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Ability to communicate effectively and relate well to both children and adults• Able to work flexibly to meet needs of the academies	•



		<ul style="list-style-type: none">• Willing to undertake relevant training courses including travel if required	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	<ul style="list-style-type: none">•