

Job Title: Level 3 Pupil Support Assistant Apprentice	Pay Scale: NMW - Apprentice
Normal Place of Work: The Priory Witham Academy	Line Manager: Class Teacher
Role Summary: To work with and assist Teaching staff to support learning for students and to assist the teacher in the management of students and the classroom.	

DUTIES AND RESPONSIBILITIES

- To assist with developing an understanding of learning needs of students and the use of this knowledge to support them to become independent learners in the classroom.
- To take into account students learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations and use of equipment and materials
- To participate in the preparation of the classroom as required.
- To reinforce specific targets to address individual learning needs within the classroom setting.
- To provide useful learning strategies in order to develop a range of literacy and numeracy skills.
- Promote the inclusion and acceptance of all students.
- Assisting with the monitoring student's responses to learning activities and progress towards targets, record achievement and feedback to teachers as required.
- Assisting to encourage students to act independently as appropriate
- Assisting students to interact with others, engage in activities which are led by the teacher.
- Support the teacher in managing student behavior, reporting as and when appropriate
- To help undertake student record keeping as directed by the teacher.
- Accompany teaching staff and students, as appropriate, on visits, trips.
- Participate in training and other learning activities as and when required.
- To assist in supporting those with special needs and be flexible in your approach to accommodate those specific needs as outlined within the student profile information and EHC plan.
- To assist in promoting development and learning (physical, emotional, educational, social), to assist in fostering growth, self-esteem and independence and assisting in observing and recording development:
- To be available for the supervision and monitoring of students at specific duties including; break, lunchtime duties and before and after school duties.
- To assist in carrying out reasonable daily personal care and hygiene duties.
- To act in accordance with Federation policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Apprentice Pupil Support Assistant

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1	GCSE English and Mathematics Grade A-C or equivalent.	✓		AF / Cert
2	IT qualification		✓	AF / Cert
3	Proficient in the use of email and the internet	✓		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
4	Some knowledge of classroom support		✓	AF / IV
5	Experience with working in an education setting or other relevant experience		✓	AF / IV
6	High standards of accuracy	✓		AF / IV
7	Ability to work with confidential and sensitive data	✓		AF / IV
8	Be able to prioritize tasks effectively, coping with conflicting demands and displaying flexibility	✓		AF / IV
	SKILLS AND ABILITIES			
9	Excellent oral and communication skills	✓		AF / IV
10	Ability to work on own initiative and as part of a team	✓		AF / IV
11	Good planning and organisational skills	✓		AF / IV
12	Ability to use IT at a level commensurate with job role	✓		AF / IV
13	Ability to work flexibly, including evening and weekend work and to work in different office environments across the sites.	✓		AF / IV
14	Professional and responsive attitude and behaviour towards colleagues and clients	✓		AF / IV
15	Ability to motivate and develop self	✓		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV

=

Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert

=

Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Employee Name

Signed Employee:

Dated: