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| **Job title:** Apprentice Teaching Assistant | **Service area: Schools** |
| **Post number:** | **Division:** |
| **Grade:** Apprentice | **Section/team:** |
| **Overall purpose of job:**  To undertake a relevant standard whilst learning in the work place and completing off the job training.    Apprenticeships combine practical training in a job with study.    As an apprentice you will:   * work alongside experienced staff * gain job-specific skills * [earn a wage and get holiday pay](https://www.gov.uk/apprenticeships-guide/pay-and-conditions) * study towards a related framework (usually one day a week) | |
| Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. | |
| **Main responsibilities:** Under supervision you will complete the following tasks:-  **•** Assisting in the supervision of pupils at play/leisure breaks and between lessons and activities.  **•** Assisting with general administration and supporting classroom management, including making learning materials.  **•** Assisting pupils with general care.  **•** Helping to promote pupil good behaviour and discipline through positive interactions with the pupils.  **•** Sharing with the teacher and other colleagues issues of concern and positive feedback about the pupil’s welfare and achievements.  **•** Under close direction of the teacher or other members of staff participation in delivery of learning activities.  **•** Helping administer medication following clear procedures and follows basic first aid procedures as necessary.  **•** Implementing speech and language development activities.  **•** Helping individual pupils or groups of pupils and assisting with the planning and evaluation of learning activities.  **•** Helping contribute to the development, implementation and evaluation of personal action plans and individual behaviour plans that are devised by the teacher.  **•** Enabling pupils on inclusion programmes to access the differentiated curriculum.  **•** Supervising pupils in planned activities in accordance with instructions/directions.  **•** Supervising pupils in small group or one to one learning activities in school away from the main teaching area. | |
| **Skills and experience:**   * Good communication skills, both verbal and written      * Basic IT skills (dependant to role)      * Good time management      * Organise and ability to work to deadlines      * Willingness to take direction | |
| **Personal qualities:**   * Ability to work as part of a team      * Able to use own initiative      * Willingness to learn      * Take responsibility for own learning (workplace and standard)      * Commitment to whole apprenticeship programme      * Commitment to complete full North Lincolnshire Council induction within set time scale (once successful) | |
| **Working arrangements:**   * Work flexibly * Ability to transport yourself across North Lincolnshire, if necessary for meetings and to attend training. * Complete 20% (usually one day) apprenticeship standard. | |
| **Training:**   * The successful candidate will need to complete a Teaching Assistant apprenticeship. | |

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| **Job Description Version Control** | |
| **Date evaluated** |  |
| **Date updated** |  |
| **Updated by (manager name)** |  |
| **Checked by (HR name)** |  |

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| **ESSENTIAL CRITERIA** | **ASSESSED THROUGH:** |
| **Knowledge, Skills and Experience** | **Application form (follow up at interview)** |
| * Good communication skills, both verbal and written      * Basic IT skills (dependant to role)      * Good time management      * Organise and ability to work to deadlines      * Willingness to take direction | |
| **Education, Training and Qualifications** | **Application form/ Certificates** |
| * English and Maths GCSE A-C or 4+ or the ability to achieve this by the end of the apprenticeship. | |
| **Personal qualities** | **Interview** |
| * Ability to work as part of a team      * Able to use own initiative      * Tact and diplomacy are required      * Willingness to learn      * Take responsibility for own learning (workplace and standard)      * Commitment to whole apprenticeship programme      * Commitment to complete full North Lincolnshire Council induction within set time scale (once successful) | |
| **Working arrangements** | **Application/ Interview** |
| * Work flexibly * Ability to transport yourself across North Lincolnshire, if necessary for meetings and to attend training. * Complete 20% (usually one day) apprenticeship standard. | |
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| **Training** | **Interview** |
| * The successful candidate will need to complete a relevant standard. | |

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| **THE POST IS SUBJECT TO:** | | | |
| **Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974** | | | |
| **Yes** |  | **No** |  |
| **Political restriction** | | | |
| **Yes** |  | **No** |  |
| **The ability to speak fluent English under the Immigration Act 2016** | | | |
| **Yes** |  | **No** |  |

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| * **Version Control** | |
| **Author** | HR Policy Team |
| **Status** | V0.1 |
| **Date approved** | 19 September 2012 |
| **Last updated** | 21 December 2021 |