

## JOB DESCRIPTION

---

<b>JOB TITLE:</b>	Apprentice Teaching Assistant
<b>RESPONSIBLE TO:</b>	Line Manager
<b>LOCATION:</b>	Meopham Community Primary Academy

---

### PURPOSE OF THE POST:

To complement the professional work of teachers by supporting learning activities, in line with The Golden Thread Alliance policies and guidance. This may involve supporting learning activities for individuals/groups or for whole classes. It will involve supporting assessment, recording and reporting on achievement, behavior for learning, progress and development.

### MAIN ROLES AND RESPONSIBILITIES

#### Key duties and responsibilities

- Establish positive relationships with pupils.
- Support pupils with activities which develop English and Math skills.
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- Promote positive pupil behavior in line with School policies and help keep pupils on task.
- Interact with, and support pupils, according to individual needs and skills.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behavior.

	<ul style="list-style-type: none"> <li>• Monitor and record pupil activities as appropriate writing records and reports as required.</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li> <li>• Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.</li> <li>• Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.</li> <li>• Assist with the preparation, maintenance and control of stocks of materials and resources.</li> <li>• Act in accordance with the school's safeguarding procedures when reporting concerns.</li> <li>• Assist with the development and implementation of individualised programs, e.g. Education &amp; Health Care Plan (EHCP).</li> <li>• Liaise with other staff and provide information about pupils as appropriate.</li> <li>• Assist with the display and presentation of pupils' work.</li> <li>• To supervise pupils and facilitate games and activities for limited and specified periods including break-times.</li> <li>• Assist with escorting pupils on educational visit.</li> <li>• Undertake lunchtime duties on a contracted regular basis.</li> <li>• Supervise/lead class in planned learning activities in the absence of the teacher.</li> </ul>
<p><b>Wider Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Understand and apply school policies in relation to health, safety and welfare.</li> <li>• Attend relevant training and take responsibility for own development.</li> <li>• Attend relevant school meetings as required.</li> <li>• Respect confidentiality at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.</li> <li>• Support the safeguarding and welfare of children and young people within the school.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.</li> <li>• Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.</li> <li>• To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.</li> </ul>
<p><b>Data Protection Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs)</li> </ul>

	<p>to the teacher, designated DPO and/or onsite data protection lead promptly.</p> <ul style="list-style-type: none"><li>• Participate in data protection training as required.</li></ul>
--	---

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature:

-----

Postholder's name:

-----

Date:

-----

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experienced of working with children.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good communication skills, and be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</li> <li>• Numeracy and literacy skills.</li> <li>• Basic IT skills.</li> <li>• Works well in a team.</li> <li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>• The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations.</li> <li>• Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality.</li> <li>• Basic knowledge of pediatric first aid an advantage.</li> </ul>

Postholder's  
signature: \_\_\_\_\_

Postholder's \_\_\_\_\_ name:

Date: \_\_\_\_\_  
\_\_\_\_\_