**Job Description**

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| **Job Title:**  | Teaching Assistant - Apprentice |
| **Multi Academy Trust:** | Ted Wragg Trust |
| **Location:** | Exeter based |
| **Responsible To:**  |  |
| **Salary Grade:**  | Grade A |

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| 1. **Key Purpose of Job**
* Working under the instruction and guidance of teaching/senior staff, support access to learning for students and provide general support to the teacher in the management of the students and the classroom.
* Attend to the welfare and personal care of pupils including those with special educational needs; working with small groups or one to one.
* Under the direction of teaching/senior staff, provide support for students with Special Educational Needs and Disabilities (SEND), ensuring they can access learning and make outstanding progress.
* Support to provide a nurturing environment that helps children develop as learners.
* Help to establish and maintain positive behaviour strategies.
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| 1. **List Key Duties and accountabilities of the post**
* Under the direction of teaching/senior staff, provide support for students, including those with special needs, ensuring their safety and access to learning.
* Attend to the pupil’s personal needs, and support the implementation of related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
* Take an active role in lessons, working within planned learning activities and supporting the class teacher as directed.
* Implement agreed range of activities with individuals/groups of children as directed by teaching/senior staff.
* Assist the teacher in the whole observation, assessment and planning cycle.
* Support the management and preparation of resources to support an enabling learning environment, both indoors and outdoors.
* Awareness of pupil problems/progress/achievements and reporting these to the teacher and SENDCo as agreed.
* Invigilate/administer and provide access arrangement support for routine tests/exams.
* Provide clerical/administrative support e.g. photocopying, typing, filing, etc. where necessary.
* Establish constructive relationships with parents / carers and where appropriate participate in feedback sessions with parents alongside the teacher, reporting on progress and achievements.
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| 1. **Supervision / Line Management Responsibilities of the post**
* None
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| 1. **Working Environment & Conditions of the post**
* A School environment which will include both indoor and outdoor learning environments, as well as a normal office environment.
* In support of the Trust’s vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Trust.
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| 1. **Other Duties**
* To undertake additional duties as required, commensurate with the level of the job;
* To contribute to the effective working of the school;
* Maintain positive, professional relationships with students, parents / carers and teachers.
* Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld;
* To participate in induction training, staff review processes and professional development opportunities;
* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice;
* The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
* Identify personal training needs and participate in training and performance development whenever required.
* Actively participate in performance management processes.
* Attend and participate in relevant meetings as required.
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| 1. **Other Information**
* The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust’s ethos and anti-discriminatory practices.
* The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
* The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
* The post-holder must comply with the Trust’s Health and Safety requirements specifically for the school they are working at.
* The post holder may be required to move their base to any location within the Trust upon request.
* As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.
* This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.
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**Person Specification**

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| **Qualifications and Experience** | **Essential / Desirable** |
| Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)  | E |
| Good numeracy/literacy skills.  | E |
| **Knowledge, Skills and Understanding** |  |
| Good communication, planning and organisational skills | E |
| Ability to adapt communications skills to communicate with students, parents/carers | E |
| Ability to use technology to a basic level – e.g. computer, video, photocopier etc | E |
| Motivation to continually improve standards and achieve excellence  | E |
| Commitment to ongoing training and development | E |
| Effective team player | E |
| **Other** |  |
| Committed to equality of opportunity and the safeguarding and welfare of all pupils | E |
| This post is subject to an enhanced DBS disclosure | E |
| This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English  | E |