

Salary:	Apprentice Rate
Responsible to:	
Date of Job Description:	June 2023

Purpose of the Role:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher¹.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher;
2. Support pupils to understand instructions support independent learning and inclusion of all pupils;

¹ Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.

3. Support the teacher in behaviour management and keeping pupils on task;
4. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment;
6. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
7. Maintain confidentiality and adhere to safeguarding procedures;
8. Demonstrate and adhere to the school's health and safety policies and procedures.

Teaching Assistants in this role may also:

1. Record basic pupil data;
2. Support children's learning through play;
3. Assist with break-time supervision including facilitating games and activities;
4. Assist with escorting pupils on educational visits;
5. Support pupils in using basic ICT;
6. Invigilate exams and tests;
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
8. Demonstrate own duties to new or less experienced staff.

Skills required:

1. Good organisational skills.
2. Strong communication skills.
3. Ability to work off of your own initiative and also as part of a team.
4. Good interpersonal skills.
5. Good numeracy and literacy skills.

Qualifications required:

1. 4 GCSEs at grade A*-D (9-4) including Maths and English (or equivalent).
2. You must achieve at least a level 1 on the Initial Assessment that is completed during an Apprenticeship Selection Event at College.