



JOB DESCRIPTION

Post Title:	Apprentice Teaching Assistant
PURPOSE	To work closely with teaching assistants, teachers, SLT, outside agencies and parents in the support and inclusion of all pupils and to support access to learning for pupils and encourage interaction and independence.
MAIN (CORE) DUTIES & ACCOUNTABILITIES	
Supporting the Pupil	Under the guidance of the class teacher: Assist with supervising the activities of individuals or groups of children to ensure their safety and welfare. • Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks. • Promote the inclusion and acceptance of all pupils. • Aid the learning of children by: • Clarifying and explaining instructions; • Ensuring that the child is able to use the equipment and materials provided; • Motivating and encouraging the child as required; • Assisting in weaker areas, e.g. spelling, handwriting, reading etc; • Helping pupils to concentrate and to finish the work set. • Breaking down learning into smaller chunks. • Scaffolding learning; • Under the direction of the Class Teacher/SLT member, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
Supporting the Teacher	• Support with preparing the classroom for lessons as directed. • Support with preparing materials and resources for lessons as directed • Undertake support activities for the teacher as required, e.g. photocopying, mounting displays, filing, etc. • Undertake pupil record keeping as requested. • Support with promoting good pupil behaviour, dealing with pupils in line with the established policies encouraging pupils to take responsibility for their own behaviour.
Knowledge and Understanding	• Work towards developing a good working knowledge of barriers to learning such as SEND or SEMH needs. • Acquire a level of subject and curriculum knowledge which is appropriate to your role. • Take responsibility for ensuring that your own knowledge and understanding is up to date.
Teaching and Learning	• Use the Whitehills Primary School behaviour policy consistently. • Ensure that effective, non-confrontational behaviour management strategies are employed. • Contribute to assessment and planning.

	• Help teachers to make learning resources for students. • Maintain a stimulating and safe learning environment. • Communicate effectively and sensitively with students. Model standard English always and support students developing oracy.
Working with Others	• Work in partnership with other professionals in the school, cluster group and outside agencies. • Communicate effectively and widely with parents and careers.
Personal and Professional Conduct	• Work to high professional standards embodying the core Whitehills Primary School values of Respect, Responsibility and Hard Work. • Forge positive and mutually respectful relationships with colleagues and students. • Have regard for the Safeguarding policy and work to keep students safe always. • Be a reflective practitioner using quality assurance and performance management feedback to improve your own practice.
General Responsibilities	• Take on any additional responsibilities which might from time to time be reasonably determined. • Create and maintain positive and supportive relationships with staff, parents, governors. • Demonstrate a positive commitment to equality and diversity. • Engage with appropriate training opportunities to promote professional effectiveness in this role. • Promote a flexible approach to meet the changing needs of the school. • Promote the safeguarding of all learners.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time.