Apprentice Teaching Assistant

The Role:

You will be responsible for supporting pupils within the Academy. The successful candidate will bring our innovative curriculum to life, as you maintain good order and discipline, engage pupils with SEN and stimulate children of all abilities to reach their full potential. The role will be 32.50 hours per week, 39 weeks per year. You will be entitled to 10% release time and will be registered with a local Level 3 provider.

Responsible for:

* To work with Primary aged pupils
* To build strong relationships with pupils, staff and parents
* To implement SEN Plans, under the guidance of the SENDCo
* To liaise with class teachers in order to support children’s learning within the classroom
* To liaise with the families of children
* To work 1 to 1, and with small groups of children
* To supervise and support pupils ensuring their safety and access to learning
* To promote the inclusion of all children ensuring that all staff and volunteers observe relevant policies to keep children safe from harm
* Liaise with the wider team and SLT members to ensure that particular needs of children are met
* To embrace our vision

Specific Responsibilities:

* Attend to the pupils’ personal needs, and implement related personal programmes including; social, health, hygiene, first aid and welfare matters
* Supervise and support pupils whilst ensuring their safety and access to learning
* Establish good relationships with pupils, acting as a role model by being aware of and responding appropriately to individual needs
* Promote inclusion and acceptance of all pupils
* Encourage pupils to act independently as appropriate
* Prepare classroom as directed for lessons and clear afterwards
* Assist with display work of pupils
* Be aware of pupil problems / progress / achievements and report to the teacher and Inclusion Manager as agreed
* Undertake pupil record keeping as requested
* Gather / report information from and to parents or carers as directed
* Provide clerical / admin support e.g photocopying, typing, filing, collecting of money etc
* Support pupils to understand instruction
* Support pupils in respect of local and national learning strategies and interventions for e.g. EAL, SEN, Speech and Language, literacy, Phonics, numeracy, as directed by the teacher or Inclusion Manager
* Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use
* Be aware of and comply with policies and procedures related to child protection, health, safety, security, confidentiality and data protection – reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos, work / aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required, within normal contractual hours
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times
* Promote equality as an integral part of the role and to treat everyone with fairness and dignity
* Recognise health and safety id a responsibility of every employee by taking reasonability for the care of self and others by complying with the academy’s H&S policy and any academy specific procedures/ rules that apply to this role
* Other adhoc duties as required

06. Person Specification

Apprentice Teaching Assistant

Key responsibilities

At Four Acres Academy, we strive to build relationships that enable children to learn, grow and achieve. In order to maintain the high standards and build on success of the academy, you will need to:

* Establish a culture of high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
* Continue to support the transformation of quality teaching and learning so that all pupils consistently make progress which is better than pupils nationally
* Ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high-quality education, whatever their circumstances and ability
* Cooperate in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
* Maintain and enhance best practice as an academy which works with and for it’s community

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|  | **Essential** | **Desirable** |
| Professional Qualifications and learning | * Right to work in the UK
* Maths GCSE at grade 5 or above
* English GCSE at grade 5 or above
 | First AidAn understanding of the Primary curriculum |
| Experience | * Proven ability to work effectively with a range of people and children
 | * Successful experience of dealing with the needs of young children
* Experience working with primary aged pupils
* Experience or an interest in working with children with SEN and additional needs.
* Recent work experience in a UK primary school / academy
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| Safeguarding | * Displays commitment to the protection and safeguarding of children and young people
* Will co-operate and work with relevant agencies to protect children
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| Personal Qualities | * Highly approachable, very grounded and makes sensible judgements
* Has and uses self-initiative.
* Highly motivated.
* Mature approach to emotionally demanding work
* Relishes accountability and takes personal responsibility for their own actions
* Able to build trust and mutual respect between pupils, families and staff
* Strong interpersonal written and oral communication skills
* Able to work flexibly as a member of the team
* Adaptable to change
* Demonstrable good organisation skills
 | * Clear understanding of health and safety requirements
* Demonstrably high level of numeracy and literacy skills
* Able to use ICT effectively in professional environment
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