



## Job Description

**Job Title:** Apprentice Wellbeing Specialist Teaching Assistant (Level 5 Apprenticeship)

**Supervising Officer:** Headteacher

**Hours:** 30 hours per week / Term Time

**Contract Length:** 18 months

**Salary:** Apprenticeship Rates

**Date of Job Description:** February 2025

### **Main purpose of role:**

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching, including planning, implementing and adapting activities that guide pupils through challenges. Advocate for pupil needs, creating a culture of empathy and inclusion and to help raise standards of achievement for all pupils including those who have special physical, emotional and educational needs.

### **Duties and Responsibilities:**

#### **Under the direction and control of the classroom teacher or designated supervisor:**

- Supervise and support the teaching activities of individuals or groups of children to ensure their safety and support their learning, physical and emotional development.
- Undertake those activities necessary to meet the learning, physical and emotional needs of individuals and groups of children with special educational needs.
- Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupils' progress.
- As the apprenticeship progresses apply advanced teaching strategies' such as scaffolding and formative assessments to advance learners outcomes.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- 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.
- Work within the school's policy and procedures.
- Working to relevant apprenticeship standard/framework and completing work in a timely manner.

#### **Job responsibilities and tasks may include some of the following:**

- Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
- As the apprenticeship progresses apply critical understanding to plan, implement, evaluate and adapt activities to advance learning.

- As the apprenticeship progresses plan sequences of teaching by using the critical understanding gained of the principles in relation to curriculum, assessment and pedagogy.
- Undertake supervision and behaviour management of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
- Prepare and maintain equipment and teaching resources for lessons and activities when required.
- Ensure that pupils are able to safely use equipment and materials provided.
- Attend and participate in relevant meetings as required.
- Prepare and/or clear classroom as directed before and after lessons, including the preparation of visual aids, resources and the display and presentation of pupils' work.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group activities within and away from the classroom/school, such as P.E. and educational visits.
- Assist with the implementation of programs designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contribute to meetings to discuss a specific child's progress as appropriate.
- Attend professional development activities as required.
- Any other duties and responsibilities within the range of the salary grade.



**HUNTERS HALL PRIMARY SCHOOL**  
**Person Specification – Wellbeing Specialist Teaching Assistant**

	<b>Essential (E) or Desirable (D)</b>
<p><b>Qualifications</b></p> <p>Have achieved a minimum of Maths and English GCSE A-C/9-4 or equivalent, if not already achieved the ability to achieve functional skills level 2 in these areas.</p>	E
<p><b>Experience</b></p> <p>Minimum of at least 1 years' experience of working in a relevant role (teaching assistant, apprentice teaching assistant, learning support etc.).</p> <p>Experience of working in a relevant classroom/service environment.</p> <p>Experience of Administrative work.</p> <p>Experience of supporting pupils with challenging behaviour.</p>	E D D D
<p><b>Knowledge / skills / abilities</b></p> <p>Ability to relate well to children.</p> <p>Ability to work as part of a team.</p> <p>Good communication skills.</p> <p>Ability to assist pupils.</p> <p>Time management skills.</p> <p>Organisational skills.</p> <p>Knowledge of classroom roles and responsibilities.</p> <p>Knowledge of the concept of confidentiality.</p> <p>Administrative skills.</p> <p>Ability to make effective use of ICT.</p> <p>Flexible attitude to work.</p> <p>An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD.</p>	E E E E D D D E D E E D

<b>Other</b>	
Commitment to apply themselves to the apprenticeship with commitment and diligence.	E
Commitment to undertake in service development.	E
Commitment to sustaining good attendance at work.	E