

POST TITLE: Apprentice Teaching Assistant (Primary) Early Years	GRADE Apprenticeship Salary
RESPONSIBLE TO: SENCo	

Responsible for No direct reports

Purpose of 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 of all abilities to reach their full potential.

To work with primary aged children

- To build strong relationships with pupils, staff and parents
- To implement SEND Plans, under the guidance of the SENCo
- 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 trust/school vision

Principle Accountabilities

Support for Pupils

- Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate
- Supervise and support pupils' ensuring their safety and access to learning
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish good relationships with pupils, acting as a role model by being aware of and responding appropriately to needs
- Promote the inclusion and acceptance of all pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to act independently as appropriate
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Employ strategies to recognise and reward achievement

Support for Teacher

- Work with the teacher to establish an appropriate learning environment
- Assist with working walls and display work of pupils
- Prepare classroom as directed for lessons and clear afterwards

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Undertake pupil record keeping as required
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests
- Provide general administrative support e.g. produce or adapt worksheets and resources for agreed activities etc.

Support for the School

- 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 is a responsibility of every employee by taking responsibility 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

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all pupils are protected from potential harm

General

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Apprentice Teaching Assistant	Essential (E) or Desirable (D)
Professional Qualifications and learning	
Good standard of education (5 x GCSE's – English and Maths C or above)	E
Proven ability for self-study	E
Qualified first aider	D
Understanding of primary curriculum	D
Experience	
Classroom experience as above	D
Proven ability to work effectively with a range of people and children	E
Experience working with primary aged pupils	D
Recent work experience in a UK primary school / academy	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Confident	E
Enthusiastic	E
Self-motivated	E
Professional and approachable	E
Positive attitude to change	E
Skills	
Natural communicator with the ability to relate well to both pupils and adults	E
Displays commitment to the protection and safeguarding of children and young people	E
Ability to work collaboratively and constructively as part of a team	E
Good use of initiative and self motivated	E
Ability to supervise a group of pupils	E
Ability to plan effective play-based activities	E
Very good IT skills; ability to use IT to support learning	E
Mature approach to emotionally demanding work	E
Working knowledge of national curriculum and other relevant learning programmes etc	D
Able to build trust and mutual respect between pupils, families and staff	E
Excellent planning and organisation skills	E
Highly approachable, very grounded and makes sensible judgements	E
Attributes	
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Willingness to become a qualified first aider	D
Occasional work outside normal working hours - prior notice given	E
Good sense of humour	E