



## **KEY PURPOSE OF THE JOB**

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

## **MAIN ACTIVITIES**

- Building positive relationships with staff and children
- Working collaboratively as part of the broader team to ensure all children's needs are effectively met
- Work with individuals or small groups of pupils.
- Interacting with the children to support their communication and language development
- Assist with behaviour management.
- Prepare and clear up the learning environment and materials.
- Share information about pupils learning and outcomes.
- Assist with dressing, hygiene, intimate care, eating etc.
- Carry out allocated tasks under direct supervision of a qualified teacher or HLTA.

## **Key Responsibilities:**

1. To promote and actively support the values of the school.
2. To help with setting up and clearing away an attractive and motivating learning environment.
3. To help with the preparation of resources – including photocopying, display work, laminating, gathering specific resources.
4. Following guidance and planning to deliver learning and developmental opportunities for individuals and small groups of children.
5. Overseeing child initiated activities inside and outside.
6. Interacting with children to move understanding and learning on.
7. Following and consistently implementing the school's behaviour expectations with the children, including individual behaviour plans.
8. Sharing information and reporting back to class teachers as part of ongoing assessment for learning.
9. Helping to maintain assessment records using the agreed school system.
10. Using initiative to provide and promote best learning opportunities for the children.
11. Working flexibly depending on the needs of the team and the children.
12. Support play opportunities and social interactions over the lunch time period.
13. Assisting pupils with eating, dressing and hygiene with self-care, while encouraging independence.
14. Taking own responsibility to secure the knowledge of the curriculum to support our learners.
15. Maintaining a clear understanding of professional interactions and behaviours with the children and parents.

Borrow Wood Primary School  
JOB DESCRIPTION: Apprentice Teaching Assistant  
Salary: Apprenticeship pay scales  
Responsible to: Senior Staff

16. Self-reflecting on own learning and taking responsibility for continuing professional development.
17. Work with other professionals as appropriate.
18. Undertake any other appropriate duties as assigned by senior staff.

**KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Contributing to the maintenance of a caring and stimulating environment for pupils

**SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher .....