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**Northern Education Trust – Job Description**

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| **Job Title:** | Apprentice Teaching Assistant (EYFS) |
| **Base:** | Merlin Top Primary Academy |
| **Reports to:** | EYFS Lead | **Grade:** | In line with the National Minimum Wage for apprentices  |
| **Service responsibility:** |  | **Salary:** | First year at £4.81 per hour followed by the National Minimum Wage after one year. |
| **Additional:** |  | **Term:** | 35 hours, 39 weeks |

**JOB PURPOSE**

* To work under the instruction/guidance of the teacher, to undertake work/care/support programmes, to enable access to learning for pupils, including those with SEND and to assist the teacher in the management of pupils and the classroom.
* Work may be carried out in the classroom or outside the main teaching area.

**JOB SUMMARY**

1. Supervise and support the teaching activities of individuals or groups of children to ensure their safety and support their learning, physical and emotional development
2. Promote the inclusion and acceptance of all pupils.
3. Encourage pupils to interact with others and engage in activities led by the teacher or in continuous provision.
4. Keep apprentice program fully up to date to comply with the designated trainer.
5. To comply with the Trust’s child safeguarding procedures, including regular liaison with the designated child safeguarding person over any safeguarding issues or concerns.
6. To comply with Trust policies and procedures at all times.
7. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….