Atlantic Academy Portland
an Aspirations Academy

Miss Heppell - Principal of Primary
Mrs Bishop - Principal of Secondary

Maritime House
Southwell Business Park
Portland, Dorset. DT5 2NA

Tel: 01305 820262
Email: Office@atlantic-aspirations.org

www.atlantic-aspirations.org

Teaching Assistant Job Description and Person Specification

Post Title	Apprentice Teaching Assistant
Salary/Grade:	£4.81 is the National Apprenticeship rate. Rising to the National Minimum Wage for their age once they have completed the first year of the apprenticeship.
Academy:	Atlantic Academy Portland, Aspirations South Coast
Reporting To:	Principal/Vice Principal/HLTA
Disclosure Level:	Enhanced
Hours of Work:	32.50 hours a week, 39 weeks per year (plus holiday entitlement)
Leave:	Annual leave is 24 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays.

Duties & Responsibilities:

The post-holder may be expected to work with individual children having special or particular needs, and groups of children, as directed. To also support the development of learning, independence, communication and behaviour under the guidance of the classroom team. The following does not represent an exhaustive list but gives an indication of the role.

Main Duties:

- To be part of a team, under direction of the teacher/HLTA
- To work alongside the teacher/HLTA to maintain a purposeful, orderly, supportive and safe environment
- To discuss, and follow, the teacher and HLTAs plan for the lesson/day/week/term/unit of work
- To cover for teacher absence when necessary
- To assist with the planning, organising and supervising of educational visits and outings
- To assist in delivery educational programmes
- To assist with the general management and organisation of children and development of resources/equipment which relate to the support of children
- To assist with the planning, organising and supervising of educational visits and outings
- Under the direction of the class teacher, to prepare classroom and associated areas for use including preparing materials, and setting out equipment, etc
- Clean and put away materials, equipment after use
- Tidy classroom and associated areas
- To make up and maintain resources
- Prepare work and notices for display purposes
- Assist with/arrange displays

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- To work with and support individuals or groups of children on specific activities set by the teacher, such as IT skills, reading, writing, practical, creative, physical, recreational activities and environmental studies
- To assist with the supervision of children:
- Within classroom settings and shared areas
- During school assembly
- AM and PM break times
- On outings and educational visits
- Using the cloakroom/toilets/washrooms
- Changing before and after recreational activities
- Not participating in an activity
- To assist children:
- With toileting
- With the attainment of personal hygiene skills
- With the removal and replacement of clothing/footwear for PE
- Who require cleaning and/or changing following sickness, soiling, etc
- To constructively help children to participate in activities and learning tasks by adapting and/or interpreting lessons and instructions accordingly and differentiating for children as required
- Guide and assist the development of children's social behaviour attitudes and skills as appropriate
- To assist, as directed, with the implementation of/implement specific learning and therapy programmes, eg speech and language
- The general observation and questioning of children about their learning, giving feedback to appropriate staff - as relevant
- To report injuries to the appropriate staff for entering in the accident book
- To support pupils medical needs
- Deal with minor medical needs, such as checking use of phonic ear, hearing aid and minor first aid for cuts and grazes etc, sending children up to the office if they have more serious complaints
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- Supervision of all students on the school premises during the PM break time, both in the school buildings and grounds. The involves supervision of children before, during and after they have eaten their lunch
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be the point of contact and communication between parents and teacher when necessary.

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Staff Development Responsibilities:

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To support the induction of new staff

Other Duties:

- To continue personal development as agreed.
- To address the targets set by the programme of the apprenticeship
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- To comply with the Academy's Security, Safeguarding and Health and Safety procedures are adhered to
- Comply with decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

General:

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. For teaching assistants normally working with a specific key stage, this could include being deployed to work with a different key stage (e.g. secondary to primary or vice versa).

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Person Specification

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Assessed by application (A)
Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of education, eg 5 GCSE A*-C including English and Maths, or equivalent Qualification relevant to the position or equivalent	A	 A
Experience		
Experience relevant to the position		AR
Experience of prioritising workloads, time management and dealing with conflicting priorities		AR
Experience of working in a school, academy or other educational based background Experience of working with children		AR
Skills and Abilities		
Excellent communication skills	R	
Competent in use of IT	R	

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Flexible, proactive, positive approach to work	R	
Ability to deal sensitively and appropriately with confidential, personal information	R	
Be aligned to the mission and values of the academy	R	
Knowledge		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R