

## Job Description

<b>Post Title:</b>	<b>Teaching Assistant Apprenticeship Trainer</b>
<b>Location:</b>	<b>Spencer Academies Trust</b>
<b>Salary/Pay Range:</b>	<b>NJC18-22</b>
<b>Hours of work:</b>	<b>Part Time, 4 days per week (30 hours per week), All year round</b>
<b>Reporting to:</b>	<b>Apprenticeship Operations Manager</b>
<b>Purpose of Role</b>	<b>To support Teaching Apprentices to complete their apprenticeship through teaching, learning and assessment.</b>

### **Purpose of Role**

To meet the needs of apprentices ensuring they maximise their potential and achieve the requisite skills, knowledge and behaviours and support Teaching Assistant apprentices through their training programme. To engage with employers to support apprentices throughout their training by reviewing and assessing their progress and ensure they complete off the job training. To deliver well planned teaching sessions to groups of learners.

### **Main Duties and Responsibilities**

The post holders will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- Support with initial information, advice and guidance sessions with all prospective apprentices to identify starting points, prior learning and career aspirations
- Support with the planning of individual training plans, to review and update these throughout the programme.
- Carry out assessment appointments in the workplace, conducting observations and professional discussions.
- Review and record apprentices progress in the workplace and set targets to ensure progress is in line with the delivery plan. Provide additional support and guidance when required.
- Complete the necessary paperwork and maintain assessment records on the e-portfolio in line with ESFA and Ofsted requirements including off the job records
- Support the delivery of maths and English to apprentices
- Assess completed assignments and provide constructive feedback
- Attend progress meetings with Apprenticeship Operations Manager and provide monthly updates on all apprentices

- Provide regular and ongoing feedback to mentors. Agree and deliver support plans when required.
- Use a range of intervention methods to support learning
- Deliver planned teaching sessions to groups of learners
- Guide and support the learner to end point assessment, using a range of assessment methods. Ensure their portfolio meets the EPA requirements and support the learner towards a distinction grade, where achievable.
- Ensure Equality & Diversity, Safeguarding (Prevent) and British Values are embedded in the delivery of the apprenticeship and reviewed at appointments.
- Maintain CPD records to ensure practice is current and relevant

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

The nature of the Trust year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

### **Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
3 years experience as a teaching assistant	✓	
A recognised assessor qualification	✓	
Experience of mentoring colleagues	✓	
Driving License	✓	
Experience of observing practice and giving impactful feedback	✓	
Experience working in at least two different key stages	✓	
Experience of planning for and teaching individuals, groups and whole classes	✓	
Experience developing and evaluating resources for learning	✓	
Experience giving detailed verbal and written feedback on lesson content, pupil progress and behaviour to teachers and pupils	✓	
Experience in supporting teachers with assessment of pupils learning	✓	
Experience in supporting welfare of colleagues and pupils	✓	
<b>Knowledge and skills</b>		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school-based systems and specified timelines	✓	
Ability to have difficult conversations and to challenge	✓	
Working knowledge of a range of administration procedures and IT systems	✓	
In depth knowledge of current safeguarding legislation, policy and practice (including the Prevent Duty)	✓	
Up to date knowledge of evidence-based teaching and learning strategies	✓	
Knowledge of effective practice for teaching assistants	✓	
A good understanding of how pupils learn and cognitive science in the learning process	✓	
Some knowledge of child development from birth to 19	✓	
Knowledge of barriers to learning (such as SEND, EAL) and strategies to support pupils overcome these	✓	
Knowledge of the National Curriculum, notably in English and Maths	✓	
Knowledge of behaviour management strategies	✓	
Knowledge of the Fundamental British Values	✓	
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with others	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	

Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	
Commitment to equality, diversity and inclusion	✓	
Commitment to their own personal development and CPD	✓	