

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Apprentice Teaching Assistant	<b>Location</b>	Ash Green School
<b>Salary</b>	£7.55p/h increases to NMW after 12 months	<b>Hours</b>	Part Time, 30 Hours per week, Monday to Friday
<b>Department</b>	Support Staff	<b>Reports To</b>	Send Co-ordinator

## JOB PURPOSE:

To provide holistic support for pupils with identified SEND needs from home to classroom, working within the SEND Code of Practice to promote full inclusion within our school.

## KEY RESPONSIBILITIES AND DUTIES:

### Role & Responsibilities

- Recognise, praise and celebrate the commitment and achievements of colleagues, pupils and other stakeholders.
- Act as a positive role model for the values and behaviours that underpin the school vision.
- Help maintain harmonious relationships between all site users by behaving professionally at all times, particularly when working with children.
- Work effectively as part of a team and willingly assist colleagues with simple tasks when requested.

### Learning & Teaching

- Provide educational support for pupils' needs, including:
  - **Cognition and learning**
  - **Communication and interaction**
  - **Social, emotional and mental health**
  - **Physical and sensory needs**
- Support pupils with an Education, Health and Care Plan (EHCP).
- Support pupils placed on the Special Educational Needs (SEN) Register.
- Deliver programmes of educational support and intervention to individuals and small groups.
- Act as a liaison between the school and families of pupils with SEND.
- Contribute to programme planning and attend review meetings for pupils.
- Assist with the preparation of reports and the completion of reviews.
- Support the provision of access arrangements for formal examinations.
- Liaise with internal and external stakeholders as required.
- Develop a broad understanding of schemes of work and assessment methods to support teachers with differentiation for pupils with SEN.
- Assist in preparing and maintaining effective learning environments.
- Promote positive pupil behaviour in and around the school to ensure a safe and constructive learning environment.
- Promote, support and facilitate inclusion by encouraging participation in learning and extracurricular activities.

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## Planning

- Support effective assessment and planning by contributing to monitoring, recording and reporting pupil progress, appropriate to the level of the role.
- Maintain accurate working records for pupils, tracking progress and monitoring impact.
- Read and understand lesson plans shared prior to lessons.
- Assist with the differentiation of in-class learning materials where appropriate.

## Pupil Welfare

- Support the school's pastoral systems to help pupils fulfil their potential.
- Report any concerns regarding pupils in line with school procedures.
- Communicate effectively with staff, pupils and, where directed, parents and carers.
- Share knowledge and understanding of pupils with school staff and education, health and social care professionals to support informed decision-making.
- Work with the class teacher to keep other professionals informed of pupil progress and any concerns.
- Act as keyworker for named pupils and serve as a link between home and school.

## Supporting the work of Creative Education Trust

- Build strong, positive relationships with colleagues across Creative Education Trust schools.
- Contribute to collaborative Trust-wide work and support colleagues in participating in shared projects.
- Participate in Trust and sector-wide activities to share best practice and support the development of Trust strategies and policies.
- Promote the school and Creative Education Trust at a national level where appropriate.

## Other Duties

- Attend and contribute to regular meetings.
- Undertake relevant training and professional development.
- Participate fully in the school appraisal process.
- Contribute positively to the wider life and ethos of the school.
- Carry out daily break-time and/or lunchtime supervision duties.
- Act to ensure pupils' health, safety and wellbeing.
- Work in line with school policies and procedures, particularly those relating to safeguarding and health and safety.
- Collaborate with colleagues and share effective practice.
- Undertake any additional duties as directed by the Principal.

## JOB REQUIREMENTS:

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C or 9-4) or above in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Certificate in Supporting Teaching and Learning in Schools</li> </ul>

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<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children in an educational setting.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Understanding of the characteristics of working with pupils.</li> <li>• Knowledge of guidance and requirements around safeguarding children.</li> <li>• Basic understanding of how pupils learn.</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context.</li> <li>• Commitment to always maintaining confidentiality.</li> <li>• Commitment to safeguarding pupils' wellbeing and equality.</li> <li>• A commitment to follow all requirements, training and adhere to all policies ensuring and promoting the safeguarding and welfare of pupils.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• A commitment to working to improve the life chances of all the young people in our school.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills.</li> <li>• Good organisational skills. Hard working.</li> <li>• Solid team working skills.</li> <li>• Solution orientated and resilient.</li> <li>• Ability to build effective working relationships with pupils and adults.</li> <li>• Proven ability to communicate accurately and effectively both orally and in writing.</li> <li>• Active listening skills.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Ability to explain ideas clearly and succinctly.</li> <li>• Ability to give and receive effective feedback and act to improve own performance and that of others.</li> <li>• Proficient use of Microsoft Office and Outlook packages.</li> <li>• Demonstrate caring, patience, energy, motivation, commitment, and empathy.</li> <li>• Sensitivity and understanding to help build good relationships with pupils.</li> <li>• Ability to respond to challenging situations with control and measured responses.</li> <li>• The ability to remain calm in stressful situations.</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**