



# Apprentice Teaching Assistant

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| <b>NJC Pay Range</b>   | <b>Apprentice</b>       |
| <b>Responsible To:</b> | <b>Assistant SENDCO</b> |

## Main Purpose of the Post

- To work closely with the class teacher to provide high quality support for children, including those with special educational needs.

## Key Areas of Responsibility

- To establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To develop specialist (curricular/learning) skills/training/experience to support students.
- To work with the teacher to establish an appropriate learning environment.
- To prepare the classroom as directed for lessons, and clear afterwards, and assist with the display of students' work.
- To attend to the student's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- To support the movement and handling of students with disabilities around the Academy site.
- To supervise and support students consistently whilst recognising and responding to their individual learning needs.
- To participate in the delivery of specific interventions to small groups of targeted students.
- To be aware of student problems/progress/achievements and report to the teacher as agreed.
- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To gather/report information from and to Parents/Carers as directed.
- To undertake student record keeping as requested.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To attend relevant meetings as required.
- To participate in training and other learning activities including appraisal as required.

## Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility in the course of undertaking work duties.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

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**Apprentice**

## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***