

**JOB DESCRIPTION**

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| **SCHOOL: The Deans Primary School** | |  | |
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| **JOB DETAILS:** | |  | |
| **Job Title:** | | Teaching Assistant Level 3 - Apprenticeship | |
| **Grade:** | | Grade 1 | |
| **Directly responsible to:** | | Headteacher / Class Teacher | |
| **Directly responsible for:** | |  | |
| **Hours of Duty:** | | 30 hours per week, term time only. | |
| **Summary of Role:** | | | |
| To undertake a teaching assistant level 3 apprenticeship standard whilst gaining experience in the classroom as a teaching assistant. To follow the apprenticeship standard course in teaching assistant and applicable functional skills in maths and English. To work under the instruction/guidance of a teacher, to provide specific work/care/support programmes. To enable access to learning for pupils 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. | | | |
| **Main Duties and Responsibilities/Accountabilities:**  **Studying for apprenticeship**   1. Undertake required tasks as necessary to build up an e-portfolio of learning prior to end point assessment 2. Participate in both on- and off- the job learning opportunities, and record as required on time log. 3. Participate in one-to-one tuition sessions with tutor and / or learning mentor 4. Undertake any additional training as recommended to support your learning and further development. 5. Undertake and achieve a minimum of Level 2 in both maths and English (if exemptions don’t apply). | | | |
| Support for the Teacher | | | |
|  | Assisting with display work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. | | |
|  | Assist with the planning of learning activities and support pupils to achieve learning goals. | | |
|  | Monitor the response of pupils to learning activities and record achievements/progress as directed. | | |
|  | Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use. | | |
|  | Provide detailed and regular feedback to teachers on pupils achievements, progress, problems etc. | | |
|  | Promote good pupil behaviour, dealing with incidents in line with School Policy and encourage pupils to take responsibility for their own behaviour. | | |
|  | Establish constructive relationships with parents/carers. | | |
|  | To be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils responses to learning activities through observation of achievement against predetermined learning objectives. | | |
|  | Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil’s responses/needs. | | |
| Support for the Pupils | | | |
|  | Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities. Promoting independence and employing strategies to recognise and reward achievement. | | |
|  | Supervise and provide particular support for pupils, including those with SEN, ensuring their safety and access to learning activities. | | |
|  | Assist with the development and implementation of individual Education/Behaviour Plans and Personal Care Programmes. | | |
|  | Establish constructive relationships with pupils and interact with them according to individual needs. | | |
|  | Promote the inclusion and acceptance of all pupils. | | |
|  | Encourage pupils to interact with others and engage in activities led by the teacher. | | |
|  | Set challenging and demanding expectations and promote self-esteem and independence. | | |
|  | Provide feedback to pupils in relation to progress and achievements under the guidance of the teacher. | | |
| Support for the Curriculum | | | |
|  | Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses. | | |
|  | Undertake programmes linked to learning strategies e.g. literacy, numeracy, KS3, foundation etc. and feedback to the teacher. | | |
|  | Support the use of ICT in learning activities and develop pupil’s competence and independence in its use. | | |
|  | Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils in their use. | | |
| General Tasks | | | |
|  | Be aware of and comply with the policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. | | |
|  | Contribute to the overall ethos/work/aims of the school. | | |
|  | Attend and participate in relevant meetings as required. | | |
|  | To assist in meeting the physical care needs of students as required. | | |
|  | To provide clerical/admin support e.g. photocopying, typing, filing, collecting money, administer coursework etc. | | |
|  | **Safeguarding**  **The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.** | | |
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| **Review Arrangements:** | | | |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time. | | | |

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| **Date Job Description prepared/revised:** |  |
| **Prepared by:** |  |
| **Agreed by Postholder** |  |