



Job Description & Person Specification Teaching Assistant Apprentice

Job Description

Job Title:	Teaching Assistant Apprentice
Pay Grade / Scale / Range:	£8,601 per annum (£4.50ph) * Full time, full year SEN allowance (£1,239) Fixed term for 12 or 18 months
Benefits & Perks:	23 days annual leave plus Bank Holidays / occupational pension scheme, occupational sickness scheme, TOIL / Flexi scheme
Working hours:	36 hours 40 minutes per week plus additional hours as required to support the organisation or attend training
Location:	Allocated site within the New Bridge MAT
Special circumstances:	* Statutory pay rates apply 12 months after enrolment
Staff responsible to:	Head of Site
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks

New Bridge MAT

Teaching Assistant Apprentice

Purpose of the post

To work under the instruction of a teacher/senior staff to undertake work/care/support programmes to enable access to learning for pupils. To assist the teacher in the management of pupils and the classroom in general. Work may be carried out in the classroom or outside the main teaching area.

Support for the Young People

1. Establish rapport and respectful, trusting relationships with the young people, acting as a role model and setting high expectations.
2. Promote inclusion and acceptance of all.
3. Assess the needs of young people and use detailed knowledge of personal care needs to support them in personal care duties.
4. Ensure safety, welfare and personal hygiene. (Basic First Aid to be included where appropriate).
5. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
6. Provide specific feedback in discussion with young people on their progress and achievement, in line with organisation policy.

Support for the Teaching Staff

1. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
2. Support pupils to understand instructions.
3. Gather, report information from/to parents/carers as directed.
4. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage 3, Early Years etc. as directed by the teacher.
5. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
6. Undertake pupil record keeping as requested.
7. Prepare classroom as directed for lessons and clear afterwards.
8. Assist with the display of pupils' work.
9. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
10. Provide routine clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock.

Support for the Organisation

1. Comply with and assist in the development of policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall work and ethos of the organisation.
3. Establish constructive relationships and communicate with other agencies and professionals, in liaison with staff, to support the achievement and progress of young people.
4. Contribute to the development of appropriate multi-agency approaches to supporting young people.
5. Attend and participate in meetings as required.
6. Improve own practice through training, observation, evaluation and discussion with colleagues.
7. Recognise own strengths and areas of expertise and use them to support others.
8. Contribute to the identification and execution of appropriate off-site activities which consolidate and extend the on-site activities.

Standard Duties

1. To work across the New Bridge MAT if required.
2. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the organisation.
4. To implement and uphold the policies, procedures and codes of practice of the organisation, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection.
5. To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the organisation, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the organisation's training plan, working to continually improve own performance and that of the team/organisation.
7. To attend and participate in relevant meetings as appropriate.
8. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Pupils, colleagues within the organisation, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors.

Responsible to: Head of Site

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	20/02/17	SSH/SSM	HR Managers
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: The trustees will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria to the Trustees' satisfaction will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills to access the Classroom Support Diploma		AF / I
	Education qualifications sufficient to be able to support children / pupils from age 4-19 years		AF / I
Experience	Some work experience or evidence of interest in working with children aged 4 to 19	Working with, volunteering or caring for young people of a relevant age to those within the New Bridge MAT (4-19 years)	AF / I
		Supporting pupils with a range of needs who may display challenging behaviour	AF/I
Skills & Abilities	ICT skills to operate a computer and other basic technology such as photocopiers etc.		AF / I
	Interpersonal skills to relate well to children and adults		AF / I
	Communication skills to exchange information to a range of audiences including pupils, teachers, other school colleagues and parents/carers		AF / I
	Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these		AF/I

Knowledge	Understanding of equal opportunities and an awareness of potential barriers children may face around learning	Basic understanding of the National Curriculum and the types of lessons taught at the different Key Stages	AF / I
	Understanding of how safeguarding and confidentiality are important when working with children and young people		AF / I
Work circumstances	To work flexibly as the workload and needs of the pupils demand		I
	To travel and work at other sites within the New Bridge MAT as may be required		I
	Occasional out of hours working to support school functions		I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview