

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Apprentice Teaching Assistant

Directorate: Simon Marks Jewish Primary School

Reporting to: Headteacher

Grade: Scale 2 (£22,002- £22,398- Pro rata)

Job description

Purpose of the post:

- To work under the instruction/guidance of teaching and senior staff to undertake work/care/support programs to pupils. To enable access to learning for pupils 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 for short periods of time.

Main duties and responsibilities:

Support for Pupils:

- To assist and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
 - Deliver pastoral and learning support
 - Mark homework as directed by the class teacher
 - Take part in assemblies as directed by the senior leadership team
 - Assist with the development and implementation of Personal Learning Goals (PLG's) and personal care programs.
 - Work with pupils, understanding how to motivate and encourage them to achieve and develop.
 - Promote the inclusion and acceptance of all pupils.
 - Establish productive working relationships with pupils, acting as a role model and setting high expectations.
 - Support pupils consistently whilst recognising and responding to their individual needs. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
 - Promote independence and employ strategies to recognise and reward achievement of self-reliance.
 - Deal with minor incidents and the health and hygiene of children
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- Under the direction of the teacher, work with small groups of children and take responsibility for their learning

Support for the Teacher:

- Create and maintain a purposeful learning environment and resources and assist with the displays of pupils work and other in and around the classroom/school
- Use strategies in liaison with the class teacher to support pupils with their learning.
- Monitor and evaluate pupil responses and record progress as directed.
- Provide detailed feedback about pupils progress to class teacher
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the schools behaviour policy and encourage pupils to take responsibility for their behaviours
- Establish and maintain constructive relationships with parents/carers by:
 - supporting their role in pupils learning
 - providing constructive feedback on pupil's progress and achievements
 - facilitating support for their child's attendance
 - support home to school/community links
- Provide other administrative support including dealing with photocopying, correspondence, homework, classwork etc...
- Work within an agreed system of supervision with small groups of children and to take responsibility for their learning.
- Work in partnership with the reception class teacher to support the school induction programme. This may include contributing to parents evening as appropriate.
- Accompany teachers and classes on educational visits.
- Work with the class teacher in dealing with finished work and preparing displays and filing work
- Work with small groups of children and to take responsibility for their learning.

Support for the Curriculum:

- Undertake structured learning activities, making adjustments to meet the needs of all pupils
- Support the use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Prepare resources as necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.

Support for the School:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

- Contribute to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Promote equal opportunities at all times
- Accompany teaching staff and pupils on school trips and visits.
- Assist in the general care of the school environment by undertaking tidying of general areas.
- Work co-operatively with other members of staff, attending half-termly meetings with the Headteacher and/or Deputy Headteacher.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time as directed by the Headteacher.

General requirements:

- Take part in the school's performance management system.
 - Enhanced CRB Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
 - Be respectful to the culture and ethos of the school
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Job title:	Apprentice teaching assistant
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Person Specification

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	Essential	Desirable
Qualifications		
1. Excellent numeracy– GCSE (C+) or equivalent to NVQ Level 2 in Maths.	✓	
2. Excellent literacy - GCSE (C+) or equivalent to NVQ Level 2 in English	✓	
Experience		
3. Working with or caring for children		✓
Knowledge		
4. Training in relevant learning strategies e.g. literacy.		✓
5. Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT.		✓
6. Full working knowledge of relevant polices/codes of practice/legislation.		✓
7. First Aid training as appropriate		✓
8. Basic understanding of child development and learning processes.	✓	
9. Basic understanding of the National Curriculum/ Early years foundation stage curriculum	✓	
Skills		
10. Can use ICT effectively to support learning.	✓	
11. Good literacy and numeracy skills	✓	
12. Constantly improve own practice/knowledge through self-evaluation and learning from others.	✓	
13. Ability to relate well to children and adults.	✓	
14. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
15. Display commitment to the protection and safeguarding of children and young people.	✓	
16. Ability to listen, empathise and be a sensitive mediator and advocate on behalf of mentored pupils.	✓	
17. Demonstrate respect and consideration to the Jewish practice/ethos and values of the school	✓	