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|  | **Oaklands** School & Children’s Centre  **Together Everybody Achieves More**  **Job Description** |  |
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**POST TITLE:** TEACHING ASSISTANT APPRENTICESHIP

**RESPONSIBLE TO:** CLASS TEACHER │ PHASE LEADER │ SENIOR LEADERSHIP TEAM

**SCALE:** -

1. **Key Role:**
   1. Teaching Assistants work across all age ranges encompassing special educational needs and emotional vulnerabilities.
   2. The primary role of the Teaching Assistant is to support the class teacher to enhance pupils’ learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress.
   3. Promoting self-belief, social inclusion and a high self-esteem play an integral part to pupils’ well-being; ensuring pupils thrive in a positive, nurturing, safe environment.
2. **Specific responsibilities in support for pupils (*Under direction and support from the class teacher*):**
   1. To support pupils’ development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
   2. To support the learning of individuals and groups of pupils as identified in the weekly

curriculum planning and to act as a role model, setting high expectations

* 1. To focus on individual pupils to ensure their needs are being met within the group
  2. To work with other staff to develop and implement the IEPs for pupils
  3. To encourage pupils to interact and work co-operatively with others
  4. To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
  5. To promote the inclusion and acceptance of all pupils within the classroom
  6. To meet the physical/medical needs of the pupil according to a pupil’s individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
  7. To participate in pupils' play and extend and stimulate language through conversation

1. **Specific responsibilities in support for pupils Teaching (*Under direction and support from the class teacher*):**
   1. To set out, prepare, use and tidy equipment
   2. To monitor and evaluate pupil’s responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
   3. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
   4. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required in class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress
   5. To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
   6. To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying. filing, receiving and passing money to the school office etc
   7. To work with an established discipline policy to anticipate and manage behaviour

constructively, promoting self-control and independence.

1. **Specific Duties and Responsibilities in Support for the Curriculum (*Under direction and support from the class teacher*)**:
   1. To set out and prepare equipment indoors and outdoors
   2. To support the use of ICT in learning activities and develop pupils’ competence and independence in its use
   3. To prepare and maintain general equipment and resources
2. **Specific Duties and Responsibilities in Supporting for the School**
   1. To display pupils work to reflect their achievement
   2. To supervise pupils on outings and visits as required
   3. To supervise pupils at lunchtimes and breaktimes as appropriate
   4. to attend relevant school meetings as required and to participate in school training and other learning activities, in addition to training provided as part of the apprenticeship package
   5. To be aware of and comply with policies and procedures relating to child protection, health,safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
   6. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
   7. To be a proactive member of the school and class team
   8. To participate positively and professionally in effective relationships with team members
   9. To attend relevant courses and learning activities in order to update knowledge as required
3. **General duties**
   1. The Teaching Assistant Apprentice may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

*Appointment to this post is subject to the following;*

* *Satisfactory medical fitness.*
* *Receipt of references acceptable to the Head Teacher.*
* *Receipt of satisfactory clearance from the Disclosure and Barring Service.*

*The particular duties may be reviewed at the end of each academic year, or earlier if necessary, to meet the changing demands of the school at the reasonable discretion of the Head Teacher and in consultation with you.*

*This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties of the post.*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*