St. John’s CE Primary School

Job Description

**Apprentice Teaching Partner**

**Duties**

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SEND Manager and class teachers.
2. Assist in the implementation of learning programmes for pupils and help assess, monitor and record their progress.
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
4. Work with parents/carers, other professionals, such as speech therapists and occupational therapists, as necessary.
5. Assist class teachers with maintaining pupil records.
6. Support students with emotional or behavioural problems and help develop their social skills.
7. Provide one to one support for pupils with specific difficulties as required.
8. Attend to pupils’ personal care needs as required and assist with the development of hygiene, toilet training and general dressing programmes.

**Administrative Duties**

1. Prepare and present learning resources to support pupil learning.
2. Support class teachers in preparation of differentiation and other tasks in order to support teaching.
3. Undertake other duties from time to time as the headteacher requires.

**Standards and Quality Assurance**

1. Support the aims and ethos of the school.
2. Maintain confidentiality at all times.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend team and staff meetings as required.
5. Be proactive in matters relating to health and safety.
6. Undertake professional duties that may be reasonably assigned by the headteacher.

**Other Duties**

Expect a list of other duties that the headteacher may from time to time ask you to perform.

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**Person Specification**

**Position: Teaching Partner**

Qualifications and Training

* Education to a minimum of GCSE standard to include English and Mathematics (grade 4 minimum).

Knowledge and Understanding

* Of current theory and best practice in relevant teaching and learning in relation to achieving excellent outcomes for learners.
* Of sustaining a safe, secure and healthy school environment.
* Of the role of parents in supporting pupil learning.
* Of the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding.

Experience

* Recent and relevant experience of supporting learning across the primary phase and supporting children with additional educational needs.
* Of actively contributing to a team and of working independently.
* Of initiating and implementing strategies to support pupil learning.

Aptitude and Skills

* A consistently good learning support practitioner.
* An effective organiser.
* A team player.
* A commitment to excellence and equity that sets high standards for all pupils.
* A positive and resilient individual with initiative, drive, integrity, and a cheerful disposition.
* Good personal presence and excellent communication skills.
* An ability to work effectively under pressure, prioritise appropriately and meet deadlines.
* A sense of vocation and vision in harmony with that of the school.