



JOB DESCRIPTION

JOB TITLE: **APPRENTICE TEACHING ASSISTANT – FIXED TERM FOR 22 MONTHS**

HOURS: 37 hours per week, 195 days per year (39 weeks)

8.45 a.m. to 4.45 p.m. – Monday to Thursday

8.45 a.m. to 4.15 p.m. - Friday

SALARY SCALE: Apprenticeship Grade - £8.60 per hour
(£14,208 pro rata + £1491 SEN Allowance)
FTE £16,592 + SEN Allowance

LOCATION: To work across both school sites (based at one site but subject to periodic review as school organisational needs demand).

REPORTS TO: 1. Class teacher(s) for day-to-day supervision and instruction.
2. Head of Department or Deputy Headteacher, as appropriate.
3. Headteacher, who has overall responsibility for the school.

RESPONSIBILITIES AND DUTIES:

Under the direction and guidance of the class teacher, to implement the Individual Education and Healthcare Plans of pupils. The Apprentice Teaching Assistant will be deployed in any of the school classrooms. The Apprentice Teaching Assistants will work as part of a team with the class teacher and other Apprentice Teaching Assistants, being deployed in a variety of educational settings both within and outside the school.

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.

3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high-quality educational experience for all children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Participate in the implementation of individual education plans as designed by teaching staff. Such programmes will cover both academic and more practical skills, e.g., literacy, numeracy, self-help and personal hygiene. Apprentice Teaching Assistants will be invited to participate in the planning of programmes of work where appropriate.
Duties will include the monitoring and recording the progress of pupils and will involve working with individuals or groups of pupils.
2. To assist with the personal care of pupils. This will include toileting, feeding, cleaning/bathing/showering, dressing and changing pupils who are incontinent.
3. To undertake specific medical procedures for identified pupils (under the direction and supervision of the school paediatric nursing team). Such procedures may include: the administration of medicine to individual pupils as part of their daily healthcare plan, or in an emergency (e.g. rectal diazepam), the administration of oxygen to assist breathing, nasal suction or the changing of incontinence bags etc.
4. Assist pupils in PSHC education. Duties may include such things as accompanying pupils on journeys to local shops, helping pupils learn how to behave in local shops, how to use money, how to use public transport, etc., where such duties take place outside school hours, this will happen by negotiation and agreement.
5. Accompany teachers on educational journeys and on other off-site activities such as trips to places of interest/horse riding/swimming. Duties may include driving the school minibus or taking part in physical education activities.
6. To support therapists in carrying out therapy programmes as directed by the class teacher.
7. Maintain and care for resources used in the classroom. To help in the preparation and tidying of the classroom throughout the day.
8. Undertake the supervision of pupils in the temporary and short-term absence of teaching staff.
On all such occasions a teacher, whether the class teacher or another appointed teacher, retains responsibility for the class. Where no explicit allocation of responsibility has been made (e.g., late, or non-arrival of teacher) the Apprentice Teaching Assistant must immediately inform the Headteacher.
9. Supervise pupils during breaks and lunchtimes.
10. Implement school policy in regard to pupils' arrival at and departure from school.
11. Take a full part in assistants' meetings and Department/Staff meetings, as appropriate.
12. Apprentice Teaching Assistants (subject always to the duty of confidentiality) will acquire, and will need to acquire, a certain amount of information about the pupils in

- their class. This will involve reading and, as appropriate, writing in the home-school diary; and may, involve access to school files.
13. Apprentice Teaching Assistants will be involved in some direct contact with parents (and other professionals) over individual pupils. If contact does occur, it may be in writing, by telephone, or by direct contact. All such contact, which is relevant to or concerns the school, should be communicated to teaching staff and, where appropriate, noted in writing.
 14. Additional school duties will be allocated by rota or by negotiation. Lists of current duties will be circulated from time to time.
 15. To participate in the school Performance Management Scheme and, to take part in arrangements for further training. (This would normally take place during five staff development days arranged by the school). Individual training opportunities are available and, therefore, there is an expectation that these would be identified and met regularly.
 16. To implement the school Behaviour Policy ensuring a consistent approach to the behaviour management of pupils within the class/school.
 17. To work in a responsible and safe manner, paying attention to all Health & Safety procedures operating within the school. Apprentice Teaching Assistants are responsible directly to the Headteacher for the safety and well-being of pupils when left alone with them.
 18. To implement safeguarding policies and procedures at all times.
 19. To undertake and fully engage with the Teaching Assistant Apprenticeship training, which includes 6 hours per week of structured learning during term time (part of working hours) and completion of portfolio for assessment, as well as other required learning activities.

Additional Responsibilities: to be negotiated annually

These duties may be varied to meet the changing demands of the school and may, therefore, be changed at the discretion of the Headteacher and following consultation with you.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

Signed _____

Date _____



PERSON SPECIFICATION

APPRENTICE TEACHING ASSISTANT

Applications will be short-listed on the basis of the following criteria. In your application please show with relevant examples, how you meet the requirements detailed.

ESSENTIAL CRITERIA	
A	EDUCATION, QUALIFICATIONS & TRAINING <ul style="list-style-type: none"> • English and Maths G.C.S.E.'s - Grade 4-9 / A*-C • Interest in and enthusiasm for working with pupils/children with special educational needs
DESIRABLE CRITERIA	
B	EXPERIENCE <ul style="list-style-type: none"> • An understanding of the needs of pupils with SLD
C	KNOWLEDGE <ul style="list-style-type: none"> • The possession of a "child-centred" philosophy
D	APTITUDE <ul style="list-style-type: none"> • A flexible approach • The ability to follow instruction/direction from a range of professionals • A professional approach and attitude • Ability to remain level-headed in a crisis • Ability to take the initiative when required
E	SKILLS <ul style="list-style-type: none"> • The ability to be an effective team member • The ability to observe and make relevant oral or written comments about pupils' behaviour, progress and development • Good organisational skills
F	PERSONAL CIRCUMSTANCES <ul style="list-style-type: none"> • The ability to form good relationships with pupils of all ages
G	EQUAL OPPORTUNITIES <ul style="list-style-type: none"> • A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job