



Job Description: Apprentice Teaching Assistant

School: **St. Mildred's Primary Infant School**

Responsible to: **Heads of School**

Details:

- Training course: Apprentice Teaching assistant
- Hours: Monday - Friday, 8:25am - 3.10pm (with a 30 min unpaid lunch break) term time only. 31.25 hours a week
- Start date: Wednesday 2nd September 2026
- Duration: 18/24 Months
- Pay: age 16 £8.00 per hour

Main Functions:

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to best use of the educational opportunities available to them.

Purpose of job

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning.
- To promote the acceptance and inclusion of pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- To carry out specific administrative /procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, nappy changing) and medical needs where appropriate.
- To assist in the maintenance of children's records.
- To promote and model the school's values of Honesty, Enjoyment, Achievement, Respect and Teamwork.

- To be proactive in supporting children during less structured times of the day including lunchtimes

To undertake all of the following:

- Work as part of a team and assist the class teacher in ensuring quality education for the children.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning.
- Work or play with individuals/small groups of children by carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
- Assist the teacher by implementing advice and programmes of support provided by specialist outside agencies involved in the children's education. These may involve speech therapists, educational psychologists, specialist teachers for learning and communication and physiotherapists.
- Help to develop and adapt appropriate resources and materials such as visual prompts to support children's specific needs and implement agreed strategies to enable them to access the learning environment and progress with their learning
- Maintain accurate records of interventions.
- Supervise individual pupils during break times when required
- To support the pupil in developing social skills in and out of the classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of safeguarding responsibilities, referring any matters to the appropriate designated person for further action and following the school's safeguarding policies and procedures.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with maintaining good behaviour throughout the school at all times, following the school's Relationship and Behaviour policy and procedures.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Assist with the preparation of resources e.g. photocopying, filing of work, making games and the creation and mounting of displays for children's work.
- Attend appropriate staff meetings and training days/events as requested.
- Lunchtime supervision to include supervising the eating of lunch and supporting play in the playground.

Other responsibilities

Any other duties required by the teacher or Head of school within the scope of this post. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Your training plan

- Level 3 Teaching Assistant Apprenticeship Standard:
- Preparation for End Point Assessment
- Work-based and tutor-supported online training
- English and maths functional skills at level 2 if required

Requirements Desired qualifications

- GCSE English (Grade A* to C or 9 to 4 or predicted) desirable
- GCSE Maths (Grade A* to C or 9 to 4 or predicted) desirable

Skills

- Communication skills
- Attention to detail
- Organisation skills
- Problem solving skills
- Presentation skills
- Creative
- Non-judgemental
- Patience
- Flexibility and Trust
- Professional conduct
- Confidentiality
- Being respectful
- Communicate with teachers
- Engage professionally
- Work well within the team
- Understand children's needs
- Observation Skills

Other requirements

- Successful candidates will have to pass a Disclosure and Barring Service (DBS) check
- Interviews to be confirmed once application received.

Our vision is:

Dream Big, Aim High, Make a difference.

Applicants must believe in and model this and our values which are Honesty, Enjoyment, Achievement, Respect and Teamwork (see our website for more details).

We are a warm and friendly Infant school with a strong, supportive and committed staff team.

Information about our school:

St Mildred's Primary Infant School is a Co-operative Foundation Primary School which believes strongly in the Co-operative ethos. As part of Thanet Endeavour Learning Trust we work in very close partnership with Bromstone Primary School with whom we are federated, and with Garlinge and Parkside Primary Schools. We share our Executive Headteacher with Garlinge, Bromstone and Parkside Schools.

St Mildred's has a well-developed creative curriculum, which provides our children with exciting opportunities for learning, both in the classroom and in the wider environment. We place high value on the Arts and outdoor learning; we have established a Forest School in our grounds. Our staff are friendly, enthusiastic and very committed to providing the best education we can for our pupils.