

## Job Description

**Post Title:** Apprentice Teaching Assistant  
**Responsible to:** Head Teacher and Nursery Lead Practitioner

### **Main Purpose Of The Job;**

To work under the instruction / guidance of the Nursery Lead Practitioner to supervise groups of children, lead activities and prepare the provision.

The duties and job activities below are typical of this role, and we will support the successful candidate to develop skill and proficiency in carrying out those duties.

### **Key Duties;**

- Build excellent relationships with the children and staff.
- Prepare and maintain an engaging and purposeful learning environment in collaboration with the Nursery Lead Practitioner.
- Prepare, maintain and use resources required to meet learning intentions and specific needs.
- Ensure children's safety at all times by adhering the school policies and procedures (including medical and intimate care).

### **Job Activities To Include;**

- Supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in school activities.
- Supervise and assist with medical / toileting needs as required.
- Set challenging and demanding expectations and promote independence and self-esteem, in line with school policies.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Help create maintain a purposeful, orderly and supportive environment so that children understand which resources are available and how to engage with them.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.
- Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
- Attend weekly meetings and discussion which contribute to the overall aims of the school.

## Person Specification

Springhead Park Primary School  
Apprentice Teaching Assistant

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Good numeracy and literacy skills	GCSE grade C or above
<b>Experience</b>	Working with or caring for children of a similar age	Worked or volunteered with children in a similar setting previously.
<b>Knowledge and Skills</b>	<p>Effective use of ICT and relevant technologies/</p> <p>Basic understanding of child development</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to follow own initiative in preparing activities</p>	<p>Understanding of relevant policies and practices.</p> <p>An understanding of the Early Years curriculum and other learning strategies.</p>