

Job Description and Person Specification

DATE	SIGNATURE

Role

Apprentice Teaching Assistant
Beckfoot Trust
Salary/Grade: Apprentice Rate
Reporting to: SENDCO



JOB DESCRIPTION

Corporate Responsibilities

- Providing learning and wellbeing support for pupils, recognising and responding to individual needs and supporting students to achieve top 10% outcomes in a remarkable learning environment
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children

Key Duties and Responsibilities

- Establish constructive and positive relationships with pupils
- Support pupils with access to learning and activities, providing guidance and ensuring physical, social, emotional, and intellectual development
- Assist with the development and implementation of Individual Education Plans and/or Personal Care Programmes
- Administer routine tests and invigilate exams within the department
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Assist with the planning of learning activities.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist with the supervision of pupils with SEN out of lesson times, including before and after school and at lunch and break times.
- Prepare, maintain, and use resources to meet relevant learning objectives
- Promote positive values, attitudes and behaviour maintaining a purposeful and supportive learning environment
- Deal promptly with incidents and concerns, reporting where appropriate in line with school policy
- Provide administrative and organisational support for the teacher / department
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

JOB DESCRIPTION

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school

Date: March 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Apprentice Teaching Assistant

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. 		<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Experience of working with children 		<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Ability to relate well and work effectively with children and adults. Excellent communication and interpersonal skills Able to use IT and relevant software effectively 		<ul style="list-style-type: none"> Application Interview
Character/ Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children Commitment to the Trust agenda for inclusion, diversity and equality Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' Emotionally intelligent: know when to direct and when to challenge Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example Understand the importance of work/ life balance Resilient, flexible and hardworking 	<ul style="list-style-type: none"> Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> Application Interview
Personal Circumstances	<ul style="list-style-type: none"> Legally entitled to work in the UK Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 Flexible to support out of hours activity on occasion 		<ul style="list-style-type: none"> References Interview