



Teaching Assistant Apprentice

Job Description

Responsible to: Class Teacher/Assistant Head /Head of School/Head Teacher

Main purpose of the job

- To develop the expertise needed in order to provide effective learning support in a special school environment for pupils with severe and profound learning difficulties

Main responsibilities and tasks

1. To be part of a class room team under the direction of the class teacher.
2. Assist the teacher in creating and maintaining a purposeful, orderly and supportive and safe environment.
3. To develop resources for teaching activities.
4. To promote the inclusion of each pupil within the school and community
5. To support pupils with their learning.
6. To pay due attention to the health, safety and well-being of pupils.
7. To take part in team meetings, report on pupil performance and contribute ideas in line with own practice and experience.
8. To participate in training provided by St Joseph's RC Federation and in the apprentice training programme leading to successful completion of NVQ3 qualifications and complete course work required for the qualification towards which they are working.
9. To supervise pupils during leisure time including on the playground.
10. To develop ICT skills in line with the role of a teaching assistant and the ability to support pupils using ICT in school and use of email for staff communication.
11. To be aware of the school's child protection policies and procedures and report immediately to the class teacher and/or Safeguarding Leaders any concerns about a pupil's well-being.
12. To use experienced staff as a source of advice and guidance in developing own practice.
13. To undertake any other reasonable requests made by the Executive Headteacher, leaders or class teacher in line with the duties of support staff.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Executive Headteacher, or leadership team member to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

	Essential	Desirable	Assessed via
Qualifications			
Ability to pass level 2 English, level 2 Maths and ICT qualifications during an 18-month apprenticeship programme.	✓		Application form Certificates checked at interview
Experience			
Experience working in a school or similar environment		✓	Application form
Experience working with people who display challenging behaviour		✓	Application form & interview
Professional Knowledge and Understanding			
Understands the needs of students with learning difficulties		✓	interview
Able to speak and write in grammatically correct English	✓		Application form
Professional Skills and Abilities			
Must be able to respect and promote the catholic ethos of the school	✓		Application form
Demonstrate an understanding, awareness and empathy for the needs of the pupils at St. Joseph's school and how these could be met.	✓		interview
Ability to plan and work collaboratively with colleagues	✓		Application form
Personal Qualities			
The candidate is willing to put our students' needs at the centre of all they do at work	✓		Application form & interview
Excellent record in both attendance and punctuality	✓		Reference
Able to work in team	✓		Interview
Approachable, polite and professional	✓		interview
Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required	✓		interview
Flexible, able to manage last minute changes when required	✓		interview
Able to undertake all aspects of the role	✓		interview
High expectations of self and others	✓		interview