

## **Apprentice Teaching Assistant (TA) - Job Description**

### **Overall Purpose Scope:**

The postholder will work alongside classroom tutors to support small groups of students to achieve their learning outcomes.

### **Main Duties and Responsibilities:**

1. To work under the direction of the tutor, to support student achievement within the learning environment.
2. To provide teaching support in small groups and where necessary work with individual pupils to the highest standards.
3. To ensure any risk assessments and/or Personal Emergency Evacuation Plan (PEEP), are followed and implemented.
4. To work collaboratively with curriculum colleagues seeking/taking direction as required.
5. Assist the teacher in monitoring progress by keeping a daily observation record and maintain special needs records as required.
6. To participate in in training and attend staff meetings when appropriate.
7. To undertake specific duties identified by the class teacher.
8. To carry out and complete the TA level 3 apprenticeship.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE/Level 2, English and maths</li> </ul>	<ul style="list-style-type: none"> <li>• Good general level of qualifications</li> </ul>
<b>Experience &amp; Knowledges</b>	<ul style="list-style-type: none"> <li>• Working knowledge of an education provision (this could be from your experience or your family experience of education)</li> <li>• Experience of working autonomously and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of post 16 provision</li> <li>• Working knowledge of Keeping Children Safe in Education and the Prevent Duty</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience of supporting young people</li> <li>• Experience of utilising a range of strategies in managing positive student behaviours</li> </ul>
<p><b>Skills &amp; Attributes</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, with the ability to put people at ease and provide a supportive environment.</li> <li>• Competent in the use of the Microsoft suite of software specifically Outlook, Excel and Word.</li> <li>• Model appropriate behaviour including professional integrity conduct, dress code and timekeeping.</li> <li>• Positive ‘can do’ attitude, and able to create a positive environment for learning.</li> <li>• Maintain confidentiality in relation to nature of the work.</li> <li>• Dedication and commitment to FREDIE (fairness, respect, equality, diversity, inclusion and engagement).</li> <li>• To work flexibly and efficiently whilst maintaining the highest professional standards.</li> </ul>	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.