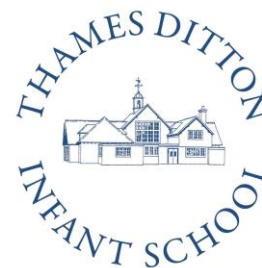


Job Description: Teaching Assistant Apprentice

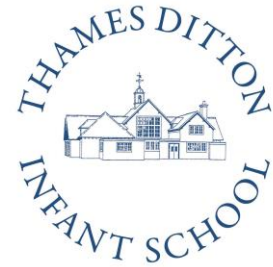


Job Family Code	3CLES	Reports to	Class Teacher/ Deputy Headteacher
		School	Thames Ditton Infant School
Grade	S3	Service	Support
Role Purpose	<p>Key deliverables include:</p> <ul style="list-style-type: none"> • To support the class teacher with their responsibility for the development and education of children in schools, which may include pupils with special needs. • To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups. • To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times. 		
Representative Accountabilities	<p><u>Support delivery</u></p> <ul style="list-style-type: none"> • Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff. • Use of relevant tools/equipment. • Carry out routine tasks to organise and maintain the learning environment. • Ensure all well being, behaviour and personal development of pupils. • May carry out personal care routines as appropriate. • Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs). <p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Plan own set tasks within the day. • Ensure materials and equipment are available as and when required. • Maybe required to contribute with activity planning. <p><u>Analysis, Reporting and Documentation</u></p> <ul style="list-style-type: none"> • May need to make records of activities/observations for further submission to supervisor as per instructions. <p><u>Work with others</u></p> <ul style="list-style-type: none"> • Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary. 		

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| | <ul style="list-style-type: none">• Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, and deficiencies, in accordance with relevant reporting procedures.• Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site. |
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Duties for all

- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedures.



Person Specification: Teaching Assistant

		Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Basic numeracy and literacy e.g through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level. • Able to work towards L3 Apprenticeship 	X	X
Experience	<ul style="list-style-type: none"> • Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity. • Basic IT skills • Ability to operate basic equipment. 	X X X	
Skills and Knowledge	<p>Ability to:</p> <ul style="list-style-type: none"> • Accuracy and ability to follow instructions. • Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles. • May be required to undertake manual handling and physically demanding work. • May be required to undertake first aid qualifications 	X X X X	
Personal Qualities	<ul style="list-style-type: none"> • Good listening skills and enthusiasm to learn. 	X	