

<u>Job Title:</u> Apprentice Teaching Assistant	<u>Directorate:</u> Education & Personal Development
<u>Post Number:</u>	<u>Division:</u> Schools
<u>Grade:</u>	<u>Business Unit/Section:</u>
<p><u>Overall Purpose of Job:</u></p> <p>To assist in development pupil learning, personal self-care skills, in managing pupil behaviour, in the planning, teaching and assessing the differentiated curriculum and in developing, implementing and evaluating individual education plans and individual behaviour plans under the close direction of the teacher or other senior member of staff.</p>	
<p><u>Main Responsibilities:</u> Under supervision you will complete the following tasks:-</p> <ol style="list-style-type: none"> 1. Assists pupils with personal self-care. 2. Assists with general administration and supports classroom management, including making learning materials. 3. Assists in the supervision of pupils at play/leisure breaks and at times of transition between lessons and activities. 4. Helping to promote pupil good behaviour and discipline through positive interactions with the pupils and participates fully in strategies agreed as part of any pupil's individual behaviour plan, including physical interventions. 5. Helps implement physical development activities and mobility activities, using mechanical hoists when necessary, and following recognised procedures. 6. Shares with the teacher and other colleagues issues of concern and positive feedback about the pupil's welfare and achievements. 7. Under close direction of the teacher or other senior members of staff participates in delivery of learning activities. 8. Is trained to administer medication following clearly defined LEA/school procedures and follows basic first aid procedures as necessary when directed. 9. Implements speech and language development activities. 10. Helps individual pupils or groups of pupils to access the differentiated curriculum, including assisting with the planning and evaluation of learning activities. 11. Contributes to the development, implementation and evaluation of individual education plans and individual behaviour plans that are devised by the teacher. 	

12. Enables pupils on inclusion programmes to access the differentiated curriculum in the mainstream school or early years setting.
13. Supervises pupils in planned activities in accordance with instructions/directions.
14. Supervises pupils in small group or one to one learning activities in school away from the main teaching area.

Knowledge, Skill and Experience Required:

- Competent level of literacy / numeracy qualification.
- Communication skills
- Time management and organisational skills
- Literacy and numeracy skills
- ICT capability
- Knowledge of child development and children's personal development needs
- Knowledge of the implications of common disabilities in children for school and for families of pupils
- Knowledge of strategies which promote good behaviour and discipline
- Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.

Creativity and Innovation:

- Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities
- Monitors and is responsive to pupil personal needs and communication
- Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate
- On the basis of their knowledge and understanding of pupils' needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans by recommending changes in targets or provision to the teacher.

Decision Making:

- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of pupil behaviour becoming disruptive or dangerous
- Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress
- Takes action to meet pupil needs as they arise to avoid undue physical or mental stress
- Responds appropriately to pupil attempts to communicate needs
- Communicates information effectively to teachers, other professionals and parents whenever the need arises

Contacts and Relationships:

Teachers

- Assists/contributes to their planning, teaching and assessing the curriculum, in developing pupil learning, self care skills and managing behaviour - daily

Pupils

- Meets personal and social needs – daily

Leadership group of the school

- Takes part in departmental or whole school meetings – weekly

Other staff

- Works in collaboration with other teaching assistants, dinner supervisory assistants, – daily

Other Professionals

- Minimal contact

Parents

- Minimal contact

Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours)

None

WORK ENVIRONMENT

Work Demands:

There are no specific deadlines other than implementing activities in lessons and in school hours as directed. Time to complete activities will vary.

Disruptions may be caused by unplanned absences of staff and children and unexpected visits by parents and professionals.

Physical Demands:

Sits for lessons with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, turning, standing, walking and running, e.g. when meeting pupil personal care needs.

When working with small children, sits on and gets up from low chairs and low tables.

May be involved in physical interventions with pupils, following LEA-approved Team-Teach techniques.

Moves and handles pupils with physical disabilities, following approved procedures and using mechanical hoists and other aids when indicated as necessary by risk assessment.

Working Conditions:

Works in classrooms for most part of school day. Classrooms can be warm and pupils can be noisy.

May be involved in supervision on playground all weather conditions.

Work Context:

At risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

At risk of injury from moving and handling pupils with physical disabilities and caring for and working with small children.

At risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.

At risk of infection when dealing with unwell children.

Position in Organisation:

Indicate how many staff the post is directly accountable for: None

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description 17 May 2019

Date copy sent to Post holder