

DURHAM TRINITY SCHOOL & SPORTS COLLEGE

APPRENTICE TEACHING ASSISTANT

JOB DESCRIPTION

Post:	Apprentice Teaching Assistant
Grade:	Apprenticeship Wage
Responsible To:	Headteacher
Job Purpose	<p>To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.</p> <p>To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.</p> <p>To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.</p>

Duties and Responsibilities

Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities
- Awareness of and work within school policies and procedures
- Support pupils to understand instructions, support independent learning and inclusion of all pupils
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupils progress
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Assist in escorting and supervising pupils on educational visits and out of school activities where appropriate
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant
- Support children's learning through play and planned learning activities

- Maintenance of a clean, safe and tidy learning environment
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Provide basic emergency first aid if appropriate, ensuring timely referral to health professionals where necessary
- Prepare and present displays

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection reporting all concerns to an appropriate person
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Maintain good relationships with colleagues and work together as a team
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.