

## JOB DESCRIPTION

Post title:	Apprentice Teaching Assistant
Academy:	Sedgefield Community College
Reporting to:	Headteacher
Salary/Pay range:	FTE £14,526 Actual £13,073 £7.55 per hour
Hours of work:	37 hours per week term time only plus 10 days

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### **Purpose of Job**

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff

### **Main Duties and Responsibilities**

- Assist students with eating, dressing and hygiene, as required, whilst encouraging independence
- Support students in developing and implementing their own personal and social development
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Support the teacher in monitoring, assessing and recording student progress/activities
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about students with other staff, parents/carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all students as required
- Work with students with special educational needs
- Work with students for whom English is not their first language
- Assist in the development of individual plans for students
- 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 students on educational visits and out of academy activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Attending meetings, briefings and CPD as required to secure effective team working relationships and the development of skills
- Undertake training to assist students' meeting their medical and/or care plan agreements, and to enable the students to have full access on school trips/visits

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required