



JOB DESCRIPTION

JOB TITLE: Apprentice Teaching Assistant
SCP: Apprentice, point 1
NO OF POSTS:1
START DATE: June 2017

JOB NO: PBIVATA
SITE: PBIV
CLOSING DATE: 19 May 2017

Post Requires Police / DBS Clearance: Yes
Is the job exempt from the Rehabilitation of Offenders Act? Yes
Is the post exempt from job share Yes/No

1.0 JOB PURPOSE

- We are looking to appoint Teaching Assistant Apprentices at Perry Beeches IV The Free School. You will be joining the Academy Trust Team whose aim is to create the most successful 'family of schools' in the country.
- Throughout your apprenticeship, you will be supported by your line manager, other apprentices and the team in which you will be working in. At the end of your apprenticeship you will achieve the nationally recognised Supporting Teaching and Learning qualification.
- Based at one of our schools, you will be gaining valuable work experience that will provide you with the best chance possible of being offered a full-time Teaching Assistant position. There will also be opportunities to gain experience of working in another school to ensure you have a wide and varied experience.

2.0 DUTIES AND RESPONSIBILITIES

- Supervising and supporting pupils, ensuring their safety and access to learning.
- Encouraging pupils to act independently as appropriate
- Preparing the classroom for lessons, and clearing away afterwards
- Supporting the teacher in managing pupil behavior, reporting any difficulties
- Supporting pupils with respect to the school curriculum e.g. Literacy, Numeracy, and Early Years as directed by the teacher.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and other out-of-school activities.
- Complying with all necessary policies and procedures relating to child protection, equality diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

OBSERVANCE OF PERRY BEECHES THE ACADEMY TRUST
EQUALITY POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	SCP	NO OF POSTS	LEVEL OF SUPERVISION*

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS



PERSON SPECIFICATION

JOB TITLE: Apprentice Teaching Assistant

SCP: Apprentice, point 1

DIVISION: Education Support

SECTION: Other

Method of Assessment (M.O.A.)

AF = Application Form I = Interview T = Test P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Calm and understanding manner. • Patient, non-judgemental attitude. • Ability to work as part of a team. 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent communication skills. • Literacy and numeracy skills. • The ability to deal with challenging behaviour. • Good organisational skills. • An understanding of confidentiality • Uses initiative but can also takes advice and guidance • Excellent organisational skills • Good interpersonal skills with adults and children from all different backgrounds • To assist in the development of varying skills that support pupils' learning. To undertake activities in order to monitor the personal social and emotional needs of pupils. • To develop positive relationships with pupils to promote pupil progress and attainment. 	

TRAINING	<ul style="list-style-type: none"> •To assist in the specific medical/care needs of pupils when specific training has been undertaken 	
EDUCATION/ QUALIFICATIONS (NB Full regard must be given to overseas qualifications)	<ul style="list-style-type: none"> •A* - C / 9-3 GCSE in Maths and English (or equivalent) 	
OTHER	Has a genuine interest in interacting with and developing children	

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO PERRY BEECHES THE ACADEMY TRUST
EQUALITY POLICY**

COMPILED BY

DATE

AGREED BY

DATE