# Job Description

# Apprentice Teaching Assistant Level 3

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| Vacancy Title | Apprentice Teaching Assistant Level 3 |
| School Name | The Coppice School |
| Hours | 33 hours per week |
| Contract Length/Type | 24 months |
| Rate of Pay | £4.15 per hour in the first year. |
| Closing date | Thursday 23rd July 2020 |

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| **About the Role**  An Apprentice Teaching Assistant is required to join our team and we wish them to share our whole school vision on the provision of high-quality, creative learning opportunities for pupils with a range of SEND. The successful apprentice will be supporting to provide a safe, happy and stimulating learning environment. This enables our learners to acquire the essential knowledge and practical skills whilst working to achieve the best possible outcomes. |
| **Key Accountabilities**  Under the guidance of teachers, the successful candidate will be involved in working with individuals or small groups of children to support the education, personal and social development of pupils and establishing positive relationships to assist pupils complete structured learning activities. Duties may include:   * Support to implement learning activities working with individual or small groups of pupils, * Support to assist the moving and handling of pupils and any personal/ intimate care needs of learners * Support to assist the development of varying skills that support pupils' learning, * Support in producing learning resources, * Support to assist in pupil supervision, * Support in monitoring and recording of pupil progress and developmental needs, * Reporting pupil progress to the teacher, * Work within the schools policy and procedures, * Working to the apprenticeship framework and completing work in a timely manner. * To undertake any of the duties normally associated with a Teaching Assistant to support with their training and development. |
| **Skills and Experience**  Experience of working with or caring for children of a relevant age in a voluntary or work experience capacity is desirable.  The successful candidate would also have the following skills:   * Good team player, * Good communicator with parents, teachers and pupils, * Good time management skills, * Good organisational skills, * Knowledge and understanding of confidentiality, * Ability to use ICT.   Applicants wishing to apply for this position should ideally have GCSE Maths and English at grade C/Grade 4 or equivalent although this is not an essential requirement for the role. |
| **Other**  The successful apprentice will be expected to apply themselves to the apprenticeship with commitment and diligence.  The apprentice will also be required to commit and work to the school's values and ethos.  **Apprenticeship**  As part of this role the successful candidate will be expected to work towards completing the apprenticeship standard, Teaching Assistant L3.  The successful candidate will also be required to complete functional skills initial assessments in Maths and English. Maths and English functional skills must be completed as part of the apprenticeship, if prior achievement at GCSE C/4 has not previously been achieved. |

# Person Specification Form

**Apprentice Teaching Assistant Level 3**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(Application form (AF), Interview (I), Reference (R), Initial Assessment (IA))** |
| **Qualifications** |  |  |
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| Have achieved a minimum of Maths and English GCSE A-C/4 or equivalent, if not already achieved the ability to work towards achieving functional skills level 2 | E | AF/IA |
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| **Experience** |  |  |
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| Experience of working with or caring for children of relevant age  Experience of working in a relevant classroom/service environment  Experience of administrative work  Experience of supporting pupils with challenging behaviour  Experience of supporting pupils with SEND | D  D  D  D  D | AF/I  AF/I  AF/I  AF/I  AF/I |
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| **Knowledge/Skills/Abilities** |  |  |
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| Ability to relate well to children | E | AF/I |
| Ability to work as part of a team | E | AF/I |
| Good communication skills | E | AF/I |
| Ability to assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Administrative skills  Ability to make effective use of ICT  Flexible attitude to work | E  D  D  D  E  D  D  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other** |  |  |
| Commitment to apply themselves to the apprenticeship with commitment and diligence | E | AF/I |
| Commitment to undertake in service development  Commitment to sustaining good attendance at work  Commitment to safeguarding and protecting the welfare of children and young people | E  E  E | AF/I  AF/I  AF/I |