

Northumberland County Council

JOB DESCRIPTION

Post Title:	Apprentice – Supporting Teaching and Learning	Director/Service: Various throughout the Council		Office Use
Band:	NMW	Sector: Various throughout the Council		JE ref:
Responsible to:	Line Manager	Date: November 2014	Lead & Man Induction:	HRMS ref: 2714
Job Purpose: To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom				
Job Context: To work with and support a wide range of SEN pupils				
Resources	Staff	None.		
	Finance	None.		
	Physical	Some shared responsibility for classroom equipment and materials.		
	Clients	Relevant School pupils		
Duties and key result areas: Undertaken individually or as part of a team, these are examples of some of the duties that may be expected to be undertaken by the post holder. The actual duties may vary depending on the requirements of the role.				
Support for pupils				
<div>1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.</div> <div>2. Supervise and support children in their access of learning.</div> <div>3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.</div> <div>4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.</div> <div>5. Encourage children to engage in, and participate in learning activities lead by the class teacher.</div>				
Support for the Teacher				
<div>1. As directed by the class teacher: prepare the classroom prior to a lesson, clear up after a lesson, and assist with the display of pupils' work.</div> <div>2. Report to the classroom teacher, as agreed, on: pupil problems, pupil progress, pupil achievements.</div> <div>3. Undertake the maintenance of pupils records as directed by the class teacher.</div> <div>4. Gather information from parents and carers as directed by the class teacher.</div> <div>5. Provide the classroom teacher with clerical and admin support, particularly: photocopying, word processing, filing, collecting money</div>				
Support for the School				
<div>1. Comply with all school policies relating to: health and safety, equal opportunities, child protection, confidentiality and data protection.</div> <div>2. Work in such a way that you promote the ethos and vision of the school.</div> <div>3. Participate in training and development and activities that contribute to the management of performance.</div> <div>4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.</div> <div>5. To undertake other duties and responsibilities as required commensurate with the grade of the post.</div>				
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Physical requirements:	Activities normally undertaken in a busy classroom, some outdoor working will be necessary. A certain level of bending or stretching and an occasional need to lift or carry.			
Transport requirements:				
Working patterns:				
Working conditions:				
	n/a			
	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.			
	Minimal exposure to disagreeable, unpleasant or hazardous conditions.			

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PERSON SPECIFICATION

POST: Apprentice – Supporting Teaching and Learning		SERVICE: Various throughout the council	Ref: 2714
Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> Good numeracy and literacy skills; 		<ul style="list-style-type: none"> 3 or more GCSE's (or equivalent) including Maths and English Grades A-C Completion of DfES Teaching Assistant Induction Programme 	(a), (i), (t)
Experience			
<ul style="list-style-type: none"> Working with or caring for children of the relevant age 		<ul style="list-style-type: none"> Basic clerical duties Working as a member of a team 	(a)
Skills and competencies			
<ul style="list-style-type: none"> Appropriate First aid knowledge; Basic ICT skills Basic office skills: Photocopying Filing Can relate well to both children and adults Can work as a member of a team 		<ul style="list-style-type: none"> ICT Level 1 Current restraint techniques 	(a), (r)
Physical, mental and emotional demands			
<ul style="list-style-type: none"> An active post involving periods of standing with some kneeling, bending and stretching. Need to remain alert to monitor pupil activity, learning and health and safety risks. Some pupil and family contacts may occasionally prove upsetting. 			
Motivation			
<ul style="list-style-type: none"> Willingness to participate in training and personal development Adapts to change by adopting a flexible and cooperative attitude. 			
Other			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits