

### Job Description

<b>Post Title:</b>	<b>Apprentice Teaching Assistant</b>
<b>Salary/Grade:</b>	£4.15 per hour - term time only
<b>Purpose:</b>	Your key role will be to provide support to Teachers in classes across the school.
<b>Reporting to:</b>	SENCO
<b>Working Time:</b>	37 hours per week term time
<b>Disclosure level:</b>	Enhanced

#### MAIN (CORE) DUTIES

	<ul style="list-style-type: none"> <li>• To contribute to facilitating student access to the education system, promoting inclusion, assessing and supporting achievement.</li> <li>• Assisting teachers to prepare the classroom and prepare learning materials including safety checks on equipment.</li> <li>• Monitor and organise departmental stocks and supplies.</li> <li>• Maintain the tidiness of teaching areas</li> <li>• Assisting teachers in the planning and delivery of class activities.</li> <li>• To be responsible for the distribution and collection of work/resources and returning to the appropriate teacher/department.</li> <li>• To contribute to the management of student behaviour within established policies and procedures.</li> <li>• To undertake training and attend CPD days in accordance with contractual requirements.</li> </ul> <p>Individuals in this role may also:</p> <ul style="list-style-type: none"> <li>• Provide technical support to the classroom teacher as directed</li> <li>• Participate in the running of after school clubs</li> <li>• Act as a first aider (with appropriate training)</li> </ul>
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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Senior Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title.