The LETTA Trust
Apprentice TA – Job description

Job Description

Salary grade: Apprenticeship Per hour starting from £7.70
Hours: 35 hours per week; term time only - Pro rata pay
Contract type: Fixed term contract 12 months apprenticeship
Responsible to: Class teacher (line manager)

Main purpose

- To provide support for pupils, the teacher and the school in order to improve outcomes for all pupils
- To encourage pupils to become independent learners
- To ensure the safety, welfare and inclusion of pupils in all aspects of school life

Duties and responsibilities

- To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
- To help pupils to access the full curriculum, at the same time promoting independent learning
- To observe pupils' learning, and using the systems in place in the school or class, provide the teacher with feedback on pupil progress and help to maintain individual and group records
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues
- To help prepare and maintain a purposeful, orderly and supportive environment for learning
- To provide care with regard to the physical welfare of pupils, including pupils with medical needs

Job activities

- To use a range of support methods and resources, including IT, appropriate to the needs of individuals and groups, as directed by the Class Teacher
- To support the organisation of the learning environment, including the production, maintenance and storage of resources
- Meet regularly with the Class teacher to discuss pupils' progress and to plan and review support
- To attend formal meetings to discuss pupils' progress with parents and other professionals as part of the relevant staff group
- To be familiar with, actively support and comply with all the school policies and procedures
- To undertake supervision of playground activities
- To undertake care tasks related to pupils' physical welfare
- To accompany pupils and teachers on educational visits
- To support the teaching of the school's curriculum including English and maths
- To deliver structured intervention and catch-up programmes
- To provide targeted support to individuals and groups, including those pupils with English as an additional language or Special Educational Needs and Disabilities
- To contribute to the planning for teaching and learning

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Personal responsibilities

- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Be aware of the particular learning, physical and medical needs of the pupils you support
- Participate fully in the school's appraisal cycle, as specified in the school policy, meeting regularly with your line manager, ensuring that objectives for your development are set and met within the agreed time scale
- Attend relevant training and staff meetings as required

General requirements

- Undertake any professional duties commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.

Notes

- This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature: Date:

Post holder's signature: Date: