

# Job Description: Apprentice Primary Teaching Assistant

<b>Reports to:</b>	Primary Deputy Head Teacher
<b>Start date:</b>	September 2017
<b>Hours:</b>	36 per week, 40 weeks per year (term time plus 5 days)
<b>Salary:</b>	Starting salary £5.60 an hour (then in line with National Minimum Wage)

## The Role

- To deliver outstanding support to pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make outstanding academic progress

## Responsibilities

- To support individuals and groups of pupils to help them learn
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

## Outcomes and Activities

### Learning Support

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Work with teachers to assess the needs of individual children
- Work with the classroom teachers to implement Individual Education Plans and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
- With support, plan and facilitate small group teaching
- With support, plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside the classroom
- Provide off-site community based opportunities for pupils, if appropriate to the job assignment
- Assist pupils' achievement outside of the classroom

## **Other support**

- Supervise pupils in playgrounds, lunchrooms, etc.
- Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- To undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the Headteacher.