

Offord Primary School : Apprentice Teaching Assistant

JOB DESCRIPTION

Salary: £5,800 - Apprenticeship rate - £4.30 per hour

Hours of work:

31.5 hours per week, term time only (38 weeks)

Line of Responsibility

The successful candidate is directly responsible to a designated HLTA.

Purpose of the Job

To work with children or groups of children as directed by the Teacher. To provide support to the Teacher across a range of child centred activities to promote child development and learning.

To work with children who have an additional or particular needs.

Job Content

Undertake relevant assignments and duties that relate to the [training programme](#).

School Related

- Act in accordance with school policies and procedures, and relevant legislation, particularly in relation to child protection and behaviour management.
- Assist with the planning and preparation of activities, and in the delivery of local and national initiatives, e.g. literacy and numeracy strategy.
- Participate in the preparation of the classroom.
- Monitor children's needs and report these to a designated person.
- Maintain records as required by the School.
- Ensure familiarity with all relevant paperwork, ie risk assessments, behaviour/medical plans.

Child Related

- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- Support those with additional needs.
- Carry out reasonable daily personal care/hygiene duties and administer basic first aid.
- Recognise the importance of using appropriate technology to support learning.
- Assist with the movement of children in and around the school.

Creativity & Innovation

- Required to be creative when assisting with planning of activities.

Contacts & Relationships

- Direct contact with children and their parents/carers, other employees at the school.
- Liaise with other professionals under the supervision/guidance of the Class Teacher.

The post holder will be based at Offord Primary School but will occasionally be expected to travel to other schools within the Trust for training events, team meetings or other events.