



St George's Academy

“Aiming high to achieve excellence for all”

APPRENTICE LEARNING SUPPORT ASSISTANT Job Description

Salary:	National Apprentice Rate
Hours:	32.5 hours per week
Contract type:	39 weeks per year
Responsible to:	SEN Manager or Teacher (or other designated person)

PURPOSE OF JOB

To work to develop your skills as a Teaching Assistant whilst working with individual children having special or particular needs, in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher. To provide support to the SEN Manager/Principal/Teacher across a range of child-centred activities to promote child development and learning.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

School Related:

- Act in accordance with Academy 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.
- Keep records as required by the Academy.
- Have familiarity with all relevant statements of special educational needs specific to the child.

Child Related:

- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- Support those with special needs.
- Carry out reasonable daily personal care/hygiene duties.
- Assist with the movement of children in and around the Academy.

Course Related:

- To train for Level 3 Teaching Assistant standard and work with the Priory Apprenticeships to support coursework assignments and observations, ensuring that all deadlines are met.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive

This job description may be amended from time to time in discussion with the post holder.

PERSON SPECIFICATION

APPRENTICE LEARNING SUPPORT ASSISTANT

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> Completed mainstream education to GCSE level 	<ul style="list-style-type: none"> Experience of working in a team Experience of working in a school environment (paid or voluntary) 	Application/Interview
2. KNOWLEDGE	<ul style="list-style-type: none"> General standard of literacy and numeracy (as assessed by training provider) 	<ul style="list-style-type: none"> Understand the importance of safeguarding within a school environment Knowledge of data protection and confidentiality procedures 	Application/Interview
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> A desire to learn Good communicator and listener with a keen interest in finding solutions Computer literate with an understanding of using basic Databases, Microsoft Word and Excel Good administrative and organisational skills Demonstrates a methodical approach to tasks with a high level of accuracy Able to use own initiative Ability to understand the importance of confidentiality at all times 	<ul style="list-style-type: none"> An ability to communicate effectively, demonstrating empathy, listening and interpersonal skills when dealing with, students Good interpersonal and communication skills (both oral and written) with the ability to relate to all levels of staff 	Interview Interview Application/Interview Interview Application/Interview Interview Interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Minimum of 2 GCSEs. Must include English and Maths, grade 4 or above, A* to C or equivalent. Willingness to undertake and complete all relevant certificates to complete an apprenticeship 	<ul style="list-style-type: none"> Keen to learn and continue personal development 	Application Application/Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Punctual and reliable • Evidence of good attitude and behaviour in the workplace • Flexibility to adapt to changing circumstances • Motivated, enthusiastic • Ability to work on your own and as part of a team • Clean and tidy appearance/comply with dress code • Positive and professional attitude and “can do” approach • Calm and patient when dealing with others • Demonstrates empathy with pupils and their needs 	<ul style="list-style-type: none"> • Take responsibility for developing self 	<p>Interview Application/Interview</p> <p>Interview Interview Application/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview Interview</p>