# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Apprentice Teaching Assistant Level 3

# SCHOOL: Polegate Primary School

# GRADE: Apprentice Level 3

# RESPONSIBLE TO: Assistant Head/ SENCO

# Purpose of the Role:

To learn about working effectively in a multi-disciplinary team, providing a stimulating and caring environment for children.

# Key tasks:

1. To learn how to prepare and participate in a range of activities that promote each child’s physical, intellectual and emotional needs, and encourage linguistic and social interaction between the children and adults.
2. To learn how to set up and maintain the environment both indoors and outdoors by setting out activities planned for by the class teacher, finding resources for play spaces such as role play areas and creating interactive displays within the classroom under the class teacher’s guidance.
3. To learn how to set up, carry out and assess planned activities set by the teacher for different groups of children.
4. To learn how to be responsible for a group of children, by observing, monitoring and accurately recording each individual’s development in line with the curriculum.
5. To learn how to promote the philosophy of ‘learning through play’ and extend children’s learning through the appropriate use of questioning.
6. To learn how to support the classroom teacher to facilitate the active participation of the students.
7. To learn how to help children acquire self-help skills, including dressing, feeding, and an awareness of personal hygiene.
8. To ensure that all children are treated as unique individuals with respect and full consideration, in line with the Schools Equal Opportunities Policy.
9. To attend staff and team meetings as appropriate.
10. To learn about ensuring the classroom areas meets safety and hygiene requirements.
11. To learn to support implementation of appropriate behaviour by adopting the schools behaviour policy and by consistently following the class teachers behaviour management strategies.
12. To learn about the Children Act 1989 and other statutory requirements.
13. To learn how to maintain records and documentation that, comply with statutory requirements.
14. To learn how to respond to Child Protection Policy and Confidentiality.
15. To undertake the apprenticeship training at the required level.
16. To learn how to support children during break and lunch times and how to develop their awareness of healthy eating and keeping healthy.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Apprentice Teaching Assistant

# GRADE: Apprentice level 3

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Ability to follow instructions and work on own initiative as necessary.
* Good verbal communication and listening skills to communicate effectively with parents, carers and other professionals.
* Able to keep accurate records.
* Literate with good written communication skills and able to complete Keys Skills in Communication at Level 2.
* Able to converse at ease with customer and provide advice in accurate spoken English
* Numerate and able to complete Key Skills in Application of Number at Level 2.
* Able to implement high health and safety standards.
* The ability to work flexibly as part of a team.
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates  |
| * Level 2 Supporting teaching and Learning Diploma or relevant equivalent experience
* Educated to GCSE level or equivalent including Maths and English
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Understanding of children’s development.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Pro-active and self motivated approach to work.
* Committed to giving children and families the opportunity to reach their full potential.
* Ability to use own initiative.
* Calm under pressure.
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**Date (drawn up):** September 2019

**Name of Officer(s) drawing up person specifications:** CB

**Job Evaluation Reference:** N/A

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | No |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |