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| **HERTFORDSHIRE COUNTY COUNCIL** |
| **CHILDREN, SCHOOLS & FAMILIES**  **SOUTHFIELD SCHOOL** |
| **APPRENTICE TEACHING ASSISTANT JOB DESCRIPTION** |



**TITLE OF JOB : APPRENTICE TEACHING ASSISTANT**

**LOCATION : SOUTHFIELD SCHOOL**

**GRADE : NATIONAL APPRENTICE RATE**

**Prime Objectives of the Post**

To work in a team with other staff to meet the individual special educational needs of the pupils.

To support the development of pupils self-help and self-care skills

Confidentiality: To ensure that confidentiality regarding sensitive information relating to pupils, their families and the school is maintained.

To support pupils individually, in small groups and in whole classes under the direction of the teacher, both in school and out of school during the normal school day.

To support pupils across the whole curriculum including activities such as swimming and riding, school trips, lunchtimes and enrichment activities.

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**You will be working to assist the teacher with/in**

1. The Learning Environment

i. Help prepare the learning environment (including pre-empting possible ‘flashpoints’ for individuals)

ii. Help maintain the learning environment, tidying, storing, auditing equipment, displays etc.

iii. Prepare learning materials.

iv. Report health and safety issues

2. Planning and evaluation of learning activities.

1. make and record observations for IEP’s, AFL and other activities.
2. contribute to ROA’s and AR reports
3. contribute ideas/evaluate planning
4. refer to and annotate planning

3. Health and well-being of pupils

1. respond to signs of health problems
2. respond in line with school policy to any concerns regarding the welfare or safety of pupils (either physical or emotional)
3. respond to signs of emotional problems
4. support pupils self-care needs
5. maintain awareness of health care plans

4. Behaviour Management

Contribute to the management of pupil behaviour by

1. Responding in a positive, calm and consistent manner in line with the school behaviour policy.
2. Ensuring you are familiar with individual Behaviour Management Plans where appropriate.
3. Using appropriate de-escalation and non-confrontational strategies.
4. Seeking assistance when physical intervention is required and responding in line with school policy.

5. Supporting specific needs

1. Use multi-sensory approaches to developing literacy
2. Use multi-sensory approaches to developing numeracy
3. Use signing/symbols to support communication
4. Use social stories/comic strip conversations to support communication and social skills
5. Adapt environments for pupils with sensory processing needs

vi. Adapt environments/activities/equipment for pupils with sensory and physical needs

6. Working in teams

1. contribute to developing effective teams
2. work effectively with other professionals
3. communicate effectively with parents
4. On occasions (emergency and short term) to supervise whole classes using work prepared by the teacher

7. Using ICT

1. Using ICT to record pupil progress e.g. using and downloading photographs
2. Using ICT to support pupil learning e.g. using an i-pad or interactive whiteboard

All staff must show an appropriate awareness (in line with the expected roles and responsibilities of the post) of the following

**Equality**

Be aware of individual needs and support diversity to ensure that all pupils have equal access to opportunities to learn and develop.

**Safeguarding Pupils**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

**Knowledge experience and training**

* Experience of working with children of the relevant age.
* Knowledge of the Southfield Curriculum and approaches to learning.
* Commitment to undertaking relevant Apprenticeship qualification

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Please tick to confirm this questionnaire has been agreed by the department and any job holder(s)