



## TEACHING ASSISTANT APPRENTICE - JOB DESCRIPTION

Line of Responsibility:

Responsible to: Headteacher

Main purpose of the post: to assist in the delivery of the national curriculum across school, Reception to Year 6.

**During the apprentice training, skills will be taught to enable the successful candidate to achieve the following:**

- To deliver the daily programme of school activities and events and provide evaluations of how activities went.
- To assist in the setting up and clearing away of all activities and equipment.
- To actively encourage children's progress in all areas of development, types and stages of play by interaction and extension of play activities in line with the learning outcomes.
- To provide full care for the children including safe delivery to parents and/or named carers and to provide light refreshments to the children.
- To follow the observation and record keeping system and maintain the records for his or her key children so that the children's attainment and progress are effectively and regularly assessed.
- To liaise with parents by exchanging information on the child's progress.
- To contribute to curriculum planning, policies and procedures and record keeping (daily register, accident and incident forms) as requested and led by Apprentice Mentor.
- To attend in-service training and meetings as required.
- To undertake any other reasonable duties as directed by the Head Teacher.
- To handle all details about the children attending school confidentially and in accordance with the requirements of the Data Protection Act.
- To carry out all responsibilities and activities within the Equal Opportunities framework.

*The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.*

