APPRENTICE: TEACHING ASSISTANT
ADVERT
JOB DESCRIPTION/PERSOX SPECIFICATION

APPRENTICES - TEACHING ASSISTANT
Salary Grade: Apprenticeship Rate
32.5 hours per week Monday to Friday

The Bridge London is working in partnership with National Schools Training to offer a comprehensive Teaching Assistant Apprenticeship programme.

The Bridge London incorporates two special schools catering for pupils aged between 2 and 19 who have severe learning difficulties, profound and multiple learning difficulties or autism, a teaching school and an outreach service.

The Bridge is committed to being a Centre of Excellence and we are continually striving to develop our work with our pupils, parents and carers, the local community and the schools we provide specialist support to.

Through our programme, you will work as an apprentice Teaching Assistant. You will support teachers and students in the classroom in lessons and become an integral part of the school support workforce.

Working as an apprentice Teaching Assistant you will provide support to teachers and Lead/Special Needs Professionals in preparing for lessons and helping create a safe and enjoyable learning environment for all our pupils. During lessons, you will work together with the class team to support pupils with classroom activities. Excellent communication and enthusiasm will be key in supporting all pupils to progress, achieve their potential.

You will support all areas of the curriculum differentiated to meet the needs of the pupils within the classroom. You will also accompany teaching staff and pupils on trips and other out-of-school activities.

You will also act as a role model for pupils and be a positive influence on their behaviour and performance at school. So it is important that you demonstrate maturity and excellence in all you do.

At the end of your apprenticeship you will achieve the nationally recognised Supporting Teaching and Learning qualification, as well as valuable work experience that will provide you with the best chance possible of being offered a full-time Teaching Assistant position.

Minimum Qualification: GCSE Grade C or above in English and Maths

Application Instructions:
To apply for this post please apply through the National Apprenticeship website or visit our ‘vacancies’ page on our website www.thebridgelondon.co.uk to download, complete and return the application pack. Please return your completed Application Form and Equal Opportunity form to recruitment@thebridge.islington.sch.uk.

Please note all applications must be submitted using The Bridge application forms and must be accompanied by a completed equal opportunities form. CVs will not be accepted.

Please ensure you specify if you have a preference for Primary, Secondary or ILS site on your application form.

The Bridge London School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.
MAIN PURPOSE OF THE JOB
To complement the professional work of teachers by supporting learning activities, in line with The Bridge London School policies and guidance. This may involve supporting learning activities for individuals/groups or for whole classes. It will involve supporting assessment, recording and reporting on achievement, behaviour for learning, progress and development.

PURPOSE OF THE JOB
All aspects of the job description are to be carried out within a system of supervision by the Head of Site. As an apprentice you are encouraged to work as part of the class team to gain as much practical experience as possible throughout the duration of your course. You will work alongside qualified staff and, accordingly, the following basic rules apply:

- Qualified staff have responsibility for the class. Whilst apprentices are encouraged to be proactive, they must respect the decision and follow direction from Senior Staff at all times.

MAIN DUTIES:
- To support qualified staff with daily routines in the class
- To learn the skills of a Teaching Assistant, (on the job), working practically as part of the team
- To learn how to provide high quality care for our pupils
- Under supervision, provide all aspects of care for pupils including washing, changing and feeding
- To assist with meeting the personal and emotional needs of individual children
- To show commitment to achieving the apprenticeship in the agreed timeframe
- Demonstrate the ethos of The Bridge London in everyday working life
- To work in partnership with your assessor
- Understand the importance of keeping everyone safe and the part you play
- To ensure you attend all the training courses and staff meetings as required
- To complete and submit work to agreed timelines
- To work with all age groups, as required by the Head of Site(s)
- Demonstrate a proactive approach using your initiative and showing resilience to take responsibility for getting things done
- To maintain the upkeep of your Practical Training Record
- To learn, understand and implement the policies and procedures within the class
- To understand the values and principles of the sector and implement in your daily routine with the pupils
- To support and promote diversity and equality
- To gain a good understanding of child development and how this is important when caring for pupils.
- To contribute/complete pupil’s observations and records when required.
- Ensure you work as part of a team towards a common goal sharing ideas and feedback to create consistency
- To build positive relationships with the children, families, colleagues and internal/external profession: demonstrating appropriate behaviour and expectations.
- To understand and promote the ethos of the school and uphold the highest standards of care.
- To understand and observe the rules of confidentiality
- To safeguard private/confidential information
- Drive own development through active participation in progress reviews, appraisals, one to ones a requesting supervisions when required.
- Take a proactive approach to your on and off the job training
- To arrive appropriately attired for work in the class and for training in line with the school’s policy
- Promote the class to current parents and potential parents, taking a proactive approach to ensure the schc retains its outstanding reputation
- To be a reliable member of the team
GENERAL
- Contribute to ensuring excellent standards of hygiene and cleanliness in the class
- Contribute to ensuring high standards of Health and Safety on the school site and the class in particular
- Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the apprentice’s supervisor from time to time
- The apprentice’s duties must at all times be carried out in compliance with the school’s Equal Opportunities Policy
- Be aware of the school as a ‘whole environment’ and understand the importance of being constantly aware of the needs of the children. Adjusting to accommodate and respond to the needs as they arise.
- Ensuring you are best positioned where your skills can be best utilised
- Respect the confidentiality of information received
- Contribute to the high quality provision for all children tailored to meet their specific needs

OTHER
1. Any other duties required by the Executive Headteacher, Head of Site, Assistant Headteacher, Senior Teachers and the class teacher, which are within the scope of this post.
2. To work within and support the school’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
3. To continually update and extend knowledge by attending CPD, training relevant to the post, including Safeguarding and medical intervention updates thereby actively supporting and promoting safeguarding.
4. To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
5. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
6. To undertake other duties appropriate to the post that may reasonably be required from time to time.
## Minimum Qualification
- GCSE Grade C or above in English and Maths

## Willing and able to complete all learning and assessment requirements of the relevant framework
- Able to establish good working relationships with staff, pupils, parents and outside agencies
- Ability to travel to work
- Understanding of the importance of reliability and punctuality

## Knowledge and Understanding
- An interest in supporting the care, learning and development of pupils with SEN

## Skills
- Good organisational, time management and planning skills
- IT skills to support learning and maintain/update information as required
- Innovation and problem solving

## Abilities
- to form and maintain appropriate relationships, observe professional and personal boundaries with pupils, parents, colleagues and external agencies
- willingness to work constructively as part of a team and inspire/motivate others.
- to deal with sensitive information in a confidential manner.
- to help pupils to transfer learning to other parts of their lives.
- to use own initiative as appropriate and work flexibly.
- to maintain consistent high standards of professionalism.
- a commitment to providing a responsive and supportive service and a willingness to constantly seek ways to improving the support provided to pupils, parents and school.
- work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.
- a commitment to deliver services within the framework of The Bridge London Equal Opportunities Policy.

## Other
- Flexible approach including willingness to respond to requests for flexible working at short notice to meet the needs of the setting
- Empathy with pupils facing barriers to their learning
- A commitment to helping pupils achieve their potential in all aspects of their development, through education and learning.
- An understanding of and a genuine commitment to equal opportunities.