



## Job description: Apprentice Teaching Assistant with specific responsibilities for supporting children with a social worker

<b>Location</b>	Grampian Primary Academy
<b>Contract term</b>	18 months
<b>Full time/term time</b>	Monday - Friday. Term time only 8.30am - 3.30pm with 30 minutes for lunch.
<b>Pay range</b>	£4.81 - £9.50 (dependent upon age)
<b>Reporting to</b>	SENCo & Designated Teacher

### Job purpose

At Grampian Primary Academy we believe that to enable our pupils to learn effectively, they need to feel safe in their environment and be both socially and emotionally ready to learn. We understand the importance of holistic development and offer nurturing and enriching experiences to enable the development of the whole child.

The Apprentice, under guidance from the SENDCO, Designated Teacher and Safeguarding Officer, will:

- Undertake ELSA and Trauma and Attachment Training
- Provide a safe, calm and nurturing environment, alongside a programme of activities structured to the emotional, social and intellectual needs of each pupil, while keeping them in close contact with their base class.
- Support pupils to understand their behaviour and that behaviours generally have a consequence and to develop strategies to self-regulate emotions and anxieties.
- Support the development of a whole-school nurturing ethos focused on inclusion.

### Main duties and responsibilities

The apprentice's main role is to provide support for children with identified social and emotional and behaviour difficulties. The apprentice will ensure that the pupils can integrate as fully as possible in activities undertaken in class.

- be a trusted adult who is able to build strong relationships with pupils
- support pupils in class and in catch up sessions; in particular, maths and English lessons
- have a detailed knowledge of the targets the pupils are working towards
- know the academic levels the pupils are working at
- be able to assess the progress being made by the pupil both academically and other measures of progress

- be available, as necessary, at the start and end of the day to ensure the pupils start and leave school in a calm and regulated way
- to work with the Designated Teacher (DT)/ Designated Safeguarding Lead (DSL)/Safeguarding Officer (SO) to establish a team around the child approach so all pupils know their key adults in school are
- ensure that relevant staff are made aware of any issues or concerns about a pupil which may have an impact on their learning or behaviour
- work with the DT/DSL/SO to ensure the communication with parents/carers and other professionals is clear
- Assist with arrangements for school visits and events
- Assisting in all aspects of the school's administration function as part of the Admin team, with a flexible approach to working within the team and school as a whole, for e.g. providing confidential secretarial support for the SLT
- Produce documents and letters, some of which will be of a confidential nature, as required
- Carry out tasks as reasonably required by the Headteacher

### **Supporting Pupils**

- To provide learning experiences through the nurture principles.
- To develop knowledge of the particular needs of the child and seek advice from the SENCo, Class Teacher and outside agencies.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested by the nurture ethos.
- To organise and maintain an inclusive learning environment in the sensory room.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and meetings relevant to the post in order to keep up to date with developments in working with children with social and emotional needs.
- Supporting the inclusion team
- To work as part of the inclusion team, to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with SENDCO to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the SENDCO and Class Teacher, and, where necessary, relevant outside agencies about any pupil's difficulties and progress.



- To contribute and attend any relevant meetings for the ELSA pupils.

### **Supporting the School**

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on Safeguarding, Health and Safety, learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENDCO and the Headteacher

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Apprentice Teaching Assistant

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
GCSE Grade 4 English & Maths or equivalent	✓	
Good literacy and numeracy skills	✓	

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Has experience of working with children		✓
Experience of working in a school's environment		✓

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Has a warm personality	✓	
Demonstrates good interpersonal skills with children and adults	✓	
Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn	✓	
Is able to work independently and show initiative	✓	
Has good time management and organisational skills	✓	
Is able to keep succinct records of involvement.	✓	
Is able to stay calm under pressure	✓	
Has good communication skills, written and oral.	✓	
Is able to keep succinct records of involvement.	✓	
Is willing to undergo training and support.	✓	