

Job Description

Apprentice Teaching Assistant (Apprenticeship Level 3)

Apprentice Teaching Assistant

Job Purpose: To support pupils' learning and development under the supervision of qualified staff while undertaking structured training aligned to the Level 3 Teaching Assistant apprenticeship standard.

The post holder will develop the knowledge, skills and behaviours required to operate competently as a Teaching Assistant. Duties will be carried out under direction and will increase in responsibility as competence and confidence develop.

The role combines practical classroom experience with off-the-job training and preparation for End-Point Assessment.

Post Title: Apprentice Teaching Assistant

Apprenticeship Standard: Teaching Assistant Level 3

Contract: Fixed term for the duration of the apprenticeship

Salary: Apprenticeship rate

Responsible to: Class Teacher / HLTA / Senior Teaching Assistant / Line Manager

Resources

Staff	NA
Finance	N/A
Physical	Shared responsibility for classroom equipment and materials
Clients	School, pupils and families

Duties and Key Result Areas

Support for Pupils:

Under supervision, the apprentice will:

- Support pupils' access to learning activities, working with individuals and small groups as directed.
- Assist in implementing personal learning programmes, including social, emotional and welfare objectives.
- Promote positive behaviour, inclusion and engagement in learning.
- Help pupils understand instructions and learning objectives.
- Encourage independence, resilience and self-esteem.
- Provide feedback to pupils on progress and achievement under guidance.

Support for the Teacher:

The apprentice will:

- Prepare and organise classroom resources and equipment.
- Maintain a purposeful and orderly learning environment.
- Assist with displays of pupils' work.
- Undertake routine marking tasks as directed (for example spelling or number tests).
- Support record keeping and reporting of pupil progress or concerns.
- Provide clerical and administrative support including photocopying, filing and basic data input.
- Support behaviour management in line with school policy.

Support for the Curriculum:

The apprentice will:

- Assist in delivering structured and agreed learning activities.
- Support pupils in literacy, numeracy and wider curriculum areas.
- Support pupils in their use of ICT and learning technologies.
- Prepare and maintain learning materials and resources.

Support for the School:

The apprentice will:

- Comply with all school policies, including safeguarding, health and safety, confidentiality, data protection and equal opportunities.
- Contribute positively to the ethos and vision of the school.
- Assist with supervision outside the classroom, including break times and educational visits as directed.
- Participate in performance development activities and school-based training.

Apprenticeship Responsibilities:

In addition to the duties above, the apprentice must:

- Participate fully in off-the-job training (minimum 20 per cent of working hours).
- Complete coursework, portfolio evidence and reflective practice activities.
- Demonstrate progress against the apprenticeship Knowledge, Skills and Behaviours framework.
- Prepare for and undertake End-Point Assessment, including practical observation and professional discussion.
- Engage positively with feedback from school and training provider.

Failure to engage appropriately with apprenticeship requirements may result in review of the training agreement.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under 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.

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.

Work Arrangements

Transport requirements	Usually based at one school but should be able to travel between Trust schools within a reasonable distance as directed
Working patterns	Usually Monday to Friday during term time with some additional days in school holidays. Working hours can be scheduled between 0700 and 1800
Working conditions	Mainly classroom based with some outdoor supervision Some physical activity including supporting pupils and moving resources

Person Specification

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Specification	Essential	Desirable
Qualifications	GCSE Grade 4 or above in English and Mathematics, or willingness to achieve Functional Skills as part of the apprenticeship	NA
Knowledge and Understanding	Basic understanding of safeguarding principles Understanding of the importance of inclusion	Awareness of the Teaching Assistant role within a classroom environment
Skills and Behaviours	Willingness to learn and develop Ability to follow instructions and work under supervision Positive communication skills Ability to work as part of a team Reliability and punctuality Basic ICT skills	Experience of working or volunteering with children Willingness to contribute to enrichment activities, clubs or wider curriculum opportunities
Other	Willingness to participate in training and personal development	N/A