**JOB DESCRIPTION**

**Post:** Level 3 Teaching Assistant Apprentice

**Reporting to:** Deputy SENco

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Fixed Term with possibility of permanent, 40hrs per week (Monday – Friday)

**KEY RESPONSIBILITIES**

To support the delivery of high-quality teaching and learning across the school whilst undertaking a Level 3 Teaching Assistant Apprenticeship.

**Main Duties**

* Assist the class teacher in delivering engaging and effective lessons.
* Provide tailored support to students with special educational needs (SEN) or additional learning requirements.
* Work with individual students or small groups to help them achieve their learning objectives.
* Prepare and organise classroom resources, materials, and equipment.
* Work closely with the teachers to assess student’s progress and provide feedback.
* Implement agreed learning activities or intervention programmes, adjusting as necessary to meet student’s needs.
* Support the teacher in managing classroom behaviour in accordance with the school’s policies and procedures.
* Supervise students during non-classroom times, such as lunch and breaks.
* Promote inclusivity, ensuring all students feel valued, respected, and able to participate fully in classroom activities.
* Provide feedback to the teacher on student’s progress, highlighting achievements and areas of concern.
* Build positive relationships with students.
* Help to organise and facilitate extra-curricular activities to enhance students’ school experience.

**Professional Development**

* Learn to manage professional development and prioritisation of workload to include training time required to achieve relevant apprenticeship qualification.
* Actively engage in training to achieve the Level 3 Teaching Assistant qualification.
* Attend relevant school meetings, training sessions, and professional development workshops.
* Manage 20% off the job training as agreed with line manager.

**Safeguarding**

* Undertake regular safeguarding training as required.
* Ensure that statutory and Ofsted requirements for Safeguarding are met.
* To promote the safeguarding of young people.
* Support the school’s commitment to safeguarding by being vigilant and reporting any concerns to the designated safeguarding lead (DSL).

**General Responsibilities**

* Contribute to the overall ethos of the Academy.
* Undertake relevant training as required to support the functions of the post and to enhance personal development.
* Attend meetings as and when required.
* Undertake any other duties as specified by the Principal and the Senior Leadership Team.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification**

**Essential Criteria**

* Genuine interest in supporting the education and development of young people.
* Strong communication and interpersonal skills, with the ability to build positive relationships with students, staff, and parents.
* Ability to work effectively as part of a team, demonstrating flexibility and a collaborative attitude.
* A proactive approach to tasks and challenges, with a willingness to learn and develop professionally.
* Commitment to safeguarding and promoting the welfare of students.
* Basic literacy and numeracy skills, with the ability to support these areas in the classroom.

**Desirable Criteria**

* Previous experience working with children in an educational, voluntary, or professional setting.
* Basic knowledge or experience of supporting students with special educational needs (SEN).
* Familiarity with using IT and technology to support learning in the classroom.

**Key Skills and Abilities**

* Ability to adapt learning activities and approaches to meet student’s individual needs.
* Effective time management and organisational skills, balancing multiple tasks efficiently.
* Problem-solving skills and the ability to respond calmly and professionally to challenging situations.
* Ability to follow instructions, as well as work independently when required.
* Patience, empathy, and the ability to foster a nurturing and inclusive environment.

**Education and Qualifications**

* A minimum of GCSEs (or equivalent) in English and Mathematics.
* Willingness to undertake and complete the Level 3 Teaching Assistant Apprenticeship qualification.

**Knowledge**

* Awareness of safeguarding policies and procedures, with a focus on student welfare.
* Understanding of the importance of inclusivity and promoting equal opportunities in education.
* Awareness of the role of a Teaching Assistant in supporting classroom teaching and managing behaviour.

**Personal Attributes**

* Enthusiastic, motivated, and eager to contribute positively to the school community.
* Professional and approachable, with the ability to build trust with students and colleagues.
* Respectful of confidentiality and sensitive information.
* A reflective approach to personal development and openness to feedback.

**Other Requirements**

* Commitment to completing the apprenticeship qualification and adhering to its requirements.
* Flexibility to occasionally work beyond standard hours for school events or activities, if required.
* A positive attitude towards promoting the school’s values and ethos.
* Ability to comply with all health and safety and safeguarding protocols within the school.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [here](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*