



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Teaching Assistant Apprentice
GRADE:	APPR L2 01

RESPONSIBLE TO:

MAIN PURPOSE OF THE JOB:

To learn about working effectively in a multi-disciplinary team, providing a stimulating and caring environment for children aged 4 – 7.

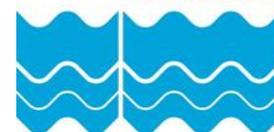
Key Tasks

1. To learn how to prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs, and encourage linguistic and social interaction between the children and adults.
2. To learn how to set up and maintain the environment both indoors and outdoors by setting out activities planned for by the class teacher, finding resources for play spaces such as role play areas and creating interactive displays within the classroom under the class teacher's guidance.
3. To learn how to set up, carry out and assess planned activities set by the teacher for different groups of children.
4. To learn how to be responsible for a group of children, by observing, monitoring and accurately recording each individual's development in line with the curriculum planning of 'The Foundation Stage'.
5. To learn how to promote the philosophy of 'learning through play' and extend children's learning through the appropriate use of questioning.
6. To learn how to support the classroom teacher to facilitate the active participation of the EYFS.
7. To learn how to help children acquire self-help skills, including dressing, feeding, and an awareness of personal hygiene.
8. To ensure that all children are treated as unique individuals with respect and full consideration, in line with the Schools Equal Opportunities Policy.
9. To attend staff and team meetings as appropriate.
10. To learn about ensuring the classroom areas meets safety and hygiene requirements.

11. To learn to support implementation of appropriate behaviour by adopting the schools behaviour policy and by consistently following the class teachers behaviour management strategies.
12. To learn about the Children Act 1989 and other statutory requirements.
13. To learn how to maintain records and documentation that, comply with statutory requirements.
14. To learn how to respond to Child Protection Policy and Confidentiality.
15. To undertake the apprenticeship training including NVQ in Childcare, Certificate in Childcare and Key Skills in Communication and Application of Number.
16. To learn how to support children during break and lunch times and how to develop their awareness of healthy eating.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person Specification

Post Title: Teaching Assistant Apprentice

Location: Countywide

Grade: APPR L2 01

	Essential Criteria	Desirable Criteria	Method of Assessment
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to follow instructions and work on own initiative as necessary. • Good verbal communication and listening skills to communicate effectively with parents, carers and other professionals. • Able to keep accurate records. • Literate with good written communication skills and able to complete Keys Skills in Communication at Level 1. • Able to converse at ease with customer and provide advice in accurate spoken English • Numerate and able to complete Key Skills in Application of Number at Level 1. • Able to implement high health and safety standards. • The ability to work flexibly as part of a team. 		Application Interview
Knowledge	<ul style="list-style-type: none"> • Understanding of 		Application

	children's development.		Interview
Personal Attributes	<ul style="list-style-type: none"> • Pro-active and self motivated approach to work. • Committed to giving children and families the opportunity to reach their full potential. • Ability to use own initiative. • Calm under pressure. 		Application Interview
Other			
Date (drawn up): June 2015 Reference of Officer(s) drawing up person specifications: CB			



APPRENTICESHIPS AT EAST SUSSEX COUNTY COUNCIL

What is an apprenticeship?

Apprenticeships are a great way to start your career. They give you the opportunity to learn and train while working alongside experienced staff to give you job-specific skills. You will undertake qualifications, including a National Vocational Qualification (NVQ), with a local training provider and have a mentor or supervisor in the work place to support you.

For more information about apprenticeships visit www.apprenticeships.org.uk

Who can apply?

Anyone living in England, over 16 and not in fulltime education can apply to be an apprentice.

As of Sept 2010 16-18 year old apprentices' training is fully funded by the Government. For apprentices that are over 19 years old the employer is expected to make a contribution towards the training. The contribution varies according to the type of training and the training provider.

Graduates are not eligible for funded apprenticeship training.

You must be able to complete qualifications at Level 2 and, if you're doing an Accounting, Civil Engineering or ICT apprenticeship, at Level 3. You must meet the essential criteria as set out in the Job Description and Person Specification.

How long is an apprenticeship at East Sussex County Council?

Most apprenticeships take 1 year to complete at Level 2, therefore you will be on a 1 year fixed contract.

For apprenticeships in Accounting, Civil Engineering and ICT, you will take qualifications at Level 2 and 3, and be on a 2 year fixed contract.

Support to progress into employment at East Sussex County Council

An apprenticeship will give you the knowledge, skills and experience you need to apply for a job in the area you have trained in. We will give you support to progress into employment, education or further training towards the end of your apprenticeship by providing work shops on application writing and interview skills. At the end of your contract, if you have performed well on your apprenticeship, you should be in a good position to apply for any related positions that are being advertised at East Sussex County Council.

How do I apply for an apprenticeship at East Sussex County Council?

Read the Job Description and Person Specification carefully. In order to be short-listed for an interview, you will need to show how you meet all the essential criteria by giving examples.

What happens next?

You will be contacted if your application is successful and asked to attend an interview. At the interview you will be asked a number of questions relating to the Job Description and Person Specification, and will be scored on how you

meet these. You will also be asked to complete an initial assessment in Literacy and Numeracy.