

**MATRIX ACADEMY TRUST**  
**Apprentice Job Description**  
**Teaching Assistant**

<p>Arrangements:</p>	<p>Full time – 37 Hours          Term Time Only 39 Weeks a Year          Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)</p> <p>Starting Annual Salary £12,656 - £17,007 (dependent on level of previous experience, education and qualifications)          Expected apprenticeship duration: 16 months          Start date: January 2025          Apprenticeship: Level 3 Teaching Assistant          Location: Smestow Academy, Wolverhampton (WV3 8HU)</p>
<p>Main Purpose:</p>	<p>To work as part of the Special Educational Needs Support Team in supporting and including pupils with learning difficulties/disabilities</p>
<p>Main Activities:</p>	<p><b>SUPPORT FOR PUPILS</b></p> <ul style="list-style-type: none"> <li>• Develop an understanding of the special educational needs of the pupil concerned</li> <li>• Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities</li> <li>• Help keep the pupils on task and well-motivated</li> <li>• Monitor the social, emotional and physical wellbeing of the pupil</li> <li>• Supporting activities outside the classroom to support pupils with their specific needs</li> <li>• Organise, plan and review clubs that will support progress of pupils</li> <li>• Support pupils in exams with appropriate access arrangements</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs, treat them with respect and consideration</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> <li>• Support the SENDCo with developing, monitoring and reviewing pupil profiles and IEPs</li> <li>• Help pupils with their reading</li> </ul> <p><b>SUPPORT FOR THE TEACHER</b></p> <ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>• Monitor pupils' responses to learning activities and accurately record progress as directed</li> <li>• Provide regular feedback to teachers and the SENDCo on pupils' progress</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Prepare materials and resources for specific interventions</li> <li>• Use differentiated activities with identified groups or individuals</li> <li>• Support the teacher in implementing specific teaching programmes, such as Fresh Start English</li> <li>• To supervise practical tasks</li> <li>• Supervise small group activities</li> </ul> <p><b>SUPPORT FOR THE CURRICULUM</b></p> <ul style="list-style-type: none"> <li>• Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>• Prepare, maintain and use equipment and resources required with a relevant learning activity and assist pupils in their use</li> </ul> <p><b>SUPPORT FOR THE SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Maintain school display boards</li> <li>• Assist with keeping resources stocked in the SEND department</li> <li>• Assist with the supervision of pupils out of lesson times, including break and before and after school when necessary</li> <li>• Undertake planned supervision of SEND pupils' out of school hours learning activities</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> <li>• Contribute to reviews and assessments as directed by the SENDCo</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

### **Other Information**

#### **What training will the apprentice take and what qualification will the apprentice get at the end?**

The apprenticeship training will take place in house while you are at the workplace. We book once a month training session with your allocated tutor. This will be on a platform called Smart Assessor. Here your tutor will go through the modules and units of your course.

We also have 6-8 weeks monthly review plans, this will be with yourself, line manager and tutor.

The training you will be undertaking is Teaching Assistant Level 3.

**What is the expected career progression after this apprenticeship?**

We are looking for someone who would like to gain experience and if you have exceeded expectations throughout the apprenticeship course and there are job vacancies, then we will be looking at long term employment.

**Desired skills and personal qualities:**

- Over 18 years old
- Communication skills
- IT skills
- Attention to detail
- Organisation skills
- Customer care skills
- Literacy and numeracy skills
- Team working
- Patience
- Knowledge of/willingness to learn about children development, education and school curriculum

**Qualifications:**

- GCSE or equivalent English (Grade C/4 Grade or above) essential
- GCSE or equivalent Maths (Grade C/4 Grade or above) essential

**Training provider:**

Let Me Play Ltd

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