



The LETTA Trust (Level 5) Apprentice TA – Job description

Salary grade: Apprenticeship From: £8.24 per hour
Hours: 35 hours per week; term time only – Plus two weeks paid study leave and five training days
Contract type: Fixed term contract 18 months apprenticeship
Responsible to: Unit lead teacher / Inclusion lead

Main purpose

- To provide support and deliver provision to pupils with Special Educational Needs and Disabilities (SEND), in the Athena Centre or across the school.
- To facilitate an inclusive learning environment, promote pupils independence and contribute to the overall well-being and progress of pupils.
- To ensure the safety, welfare and inclusion of pupils in all aspects of school life

Duties and responsibilities

- To work with individual pupils and groups, under the direction of the lead teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning
- Deliver and adapt learning activities and resources, under the direction of the lead teacher, ensuring they are accessible and meet individual pupil needs and EHCP targets
- Assist pupils in understanding instructions, completing tasks, and developing independence in their learning
- Support pupils with communication, social skills, and emotional regulation, fostering a positive and supportive atmosphere
- To observe pupils' learning, and using the systems in place in the school or class, provide the teacher with feedback on pupil progress and help to maintain individual and group records
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues
- To help prepare and maintain a purposeful, orderly and supportive environment for learning
- Prepare and organise learning materials and resources, adapting them for pupils as required.
- To provide care with regard to the physical welfare of pupils, including pupils with medical needs & special educational needs
- Implement agreed strategies and behaviour management plans to promote positive behaviour and manage challenging situations effectively and supportively



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- Support pupils to develop appropriate regulation and coping mechanisms
- Liaise with external agencies and specialists (e.g., Speech and Language Therapists, Educational Psychologists) as directed, to support pupil needs
- Actively engage in all aspects of the Level 5 Apprenticeship programme, attending training, completing assignments, and meeting all apprenticeship requirements within the agreed timeframe
- Apply learning from the apprenticeship directly to practice within the school setting
- Maintain a portfolio of evidence to demonstrate competence against the apprenticeship standards

Job activities

- To use a range of support methods and resources, including IT, appropriate to the needs of individuals and groups, as directed by the lead teacher
- To support the organisation of the learning environment, including the production, maintenance and storage of resources
- Meet regularly with the lead teacher to discuss pupils' progress and to plan and review support
- To attend formal meetings to discuss pupils' progress with parents and other professionals as part of the relevant staff group
- To be familiar with, actively support and comply with all the school policies and procedures
- To undertake supervision of and lead outdoor activities
- To undertake care tasks related to pupils' physical welfare
- To accompany pupils and staff on educational visits
- To support the teaching of the school's curriculum including English and maths where appropriate
- To deliver structured intervention and catch-up programmes
- To provide targeted support to individuals and groups, including those pupils with English as an additional language or Special Educational Needs and Disabilities
- To contribute to the planning for teaching and learning

Personal responsibilities

- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Be aware of the particular learning, physical and medical needs of the pupils you support
- Participate fully in the school's appraisal cycle, as specified in the school policy, meeting regularly with your line manager, ensuring that objectives for your development are set and met within the agreed time scale
- Attend relevant training and staff meetings as required

General requirements

- Undertake any professional duties commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.

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- This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date: