

## Coupe Green Primary School

### Role Profile and Person Specification

**Post title:** Apprentice Teaching Assistant Level 3

**Scope of Apprenticeship role:**

Under the general supervision and direction of the teacher, to support the planning and implementation of learning activities for individuals and groups. To support the monitoring of pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers.

As part of this role the successful candidate will be expected to work towards completing the apprenticeship standard, Teaching Assistant L3 through additional study, working to the apprenticeship framework and completing work in a timely manner.

The successful candidate will also be required to complete functional skills initial assessments in Maths and English as part of the apprenticeship (unless already achieved GCSE Grade 4 or above in both).

**Accountabilities/Responsibilities – appropriate for this post:**

**Support for Pupils**

- Under the general supervision and direction of the teacher to support structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal, social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To support pupils as part of their planned inclusion programmes.
- To support specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To support the development of varying knowledge and skills that support pupils' learning.
- To support the specific medical/care needs of pupils when specific training has been undertaken.
- To undertake any of the duties normally associated with a Teaching Assistant to support with their training and development.

**Support for the Teacher**

- To support monitoring and recording pupil progress and developmental needs.
- To help produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To support pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To support administering routine tests and undertake routine marking of pupils work.

**Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Prepared by:**

Mrs J Littlewood

**Date:**

17/06/2025

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Person Specification**  
**Post Title - Apprentice Teaching Assistant Level 3**

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<b>Qualifications</b>  GCSE Maths and English at Grade C/Grade 4 or equivalent	D	A
<b>Experience</b>  Experience of working with or caring for children of relevant age  Experience of working with children with SEND  Experience of working in a relevant classroom environment  Experience of supporting children with their social and emotional needs  Experience of Administrative work related to working in a school/classroom environment	D  D  D  D  D	A, I  A, I  A, I  A I  A, I
<b>Knowledge/skills/abilities</b>  Ability to relate well to children Ability to work as part of a team Good communication skills Knowledge of the concept of confidentiality Ability to make effective use of ICT Flexible attitude to work	E E E E D E	A, I A, I A, I A, I A, I A, I
<b>Other</b> Commitment to apply themselves to the apprenticeship with commitment and diligence Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work	E  E E  E	A, I  A, I A, I, R  R

**Date created: 17/06/2025**

**Note: We will always consider your references before confirming a job offer in writing**