

Job Description			
Job Title:	Apprentice Teaching Assistant Level 3	Job Category:	Support
Hours of Work:	36	Grade:	BEX02 A3
Responsible to:	Teacher/Senior Staff		
Functional Links with:	Pupils, Teachers, Parents, Carers and other school staff		
Main Purpose of the Job:			
<p>Working as an Apprentice Teaching Assistant you will provide support to teachers in preparing for lessons and helping create a safe and enjoyable learning environment for all pupils. During lessons, you will work with the class teacher to support pupils with classroom activities and help to manage behaviour.</p> <p>You will support all areas of the curriculum including literacy, numeracy, and ICT within the classroom. You will also accompany teaching staff and pupils on trips and other out-of-school activities.</p> <p>You will act as a role model for pupils and be a positive influence on their behaviour and performance at school. So it's important that you demonstrate maturity and excellence in all you do.</p>			
Major Duties & Responsibilities:			
<ol style="list-style-type: none"> 1. Supervise and support pupils within classes and on a one to one basis, ensuring their safety and access to learning 2. Encourage pupils to act independently as appropriate 3. Prepare the classroom for lessons, and clear away afterwards 4. Support the teacher in managing pupil behaviour, reporting any difficulties 5. Support pupils to understand lesson instructions 6. Support pupils in respect of school curriculum, e.g. Literacy, Numeracy, and Early Years, as directed by the teacher 7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes 8. Accompany teaching staff and pupils on visits, trips and other out-of-school activities 9. Compliance with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 10. Assisting with the personal care of pupils 11. Support in the making of resources, class paperwork and school /class displays as required 			
Job Activities:			
<p>The role of the apprentice is generic; its objective is to provide work-based learning which enables the individual to become competent to a level 3 standard. The individual will be closely supervised and expected to work in a flexible manner and carry out appropriate work to maintain objectives. It is a work-based learning opportunity which allows individuals the opportunity to bridge the gap between full time education and employment by offering live work experience which leads to individuals achieving a competency based formal qualification.</p>			
Training:			

The full qualification framework consists of:

- A portfolio of evidence verified by an assessor as proof of competence in the role
- Technical Certificate – this covers all the underpinning knowledge and practical skills required to achieve the National Vocational Qualification (NVQ)
- Mandatory Units and Optional Units for the relevant vocational area and level (e.g. Business Administration, Customer Service, etc.)
- Functional Skills in Communication (English); Application of Number (Maths) and Information Communication Technology (ICT).

Apprentices who hold GCSE A-C grades in English, Maths and ICT are exempt from Functional Skills.

Your training contract is for the duration of the apprenticeship scheme. There will be no guarantee of employment at the end of the contract.

Last Updated By:

HR

Date/Time:

March 2026

Person Specification		Essential / Desirable
Qualifications		
Good numeracy/literacy skills		E
First Aid Training as appropriate		D
Skills & Abilities		
Ability to learn and adopt organisational procedures and follow legislative guidelines whilst maintaining confidentiality and sensitivity in all circumstances		E
Effective use of ICT support learning		E
Use of other equipment technology – smart tv, photocopier		E
Basic understanding of child development and learning		E
Ability to self-evaluate learning needs and actively seek learning activities		E
Ability to relate well to children and adults		E
Work constructively as part of a team		E
Ability to pay attention to detail		E
Knowledge & Understanding		
Understanding of relevant policies/code of practice and awareness of relevant legislation		D
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies		D
Last Updated By:	HR	Date/Time: March 2026