**Broom Cottages Primary & Nursey School**

**Level 3 Teaching Assistant Standard (with Sport & PE) Apprenticeship**

**Job Description**

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| **Post Title** | **Teaching Assistant (with Sport & PE) Apprentice** |
| Job Purpose | * To assist in the delivery of PE and school sport
* To support small groups of children in activity
* To assist in the administration of PE and School Sport e.g. attendance at competitions and festivals
* To support other classroom based activities if/ when PE is not being delivered
* To support the delivery of Community Clubs (Mondays & Thursdays, 16:30 – 18:30)
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| What you will learn | Training is provided through a blended programme of practical activity, group training and virtual learning. The programme provides opportunities to share experiences with other apprentices and learn from experienced professionals.* An understanding of how pupils learn and develop
* The importance of feedback in promoting independent learners
* Behaviour support strategies
* An understanding of the National Curriculum/assessment for learning and how to support children
* Understand current statutory guidance including ‘Keeping Children Safe in Education’
* Safeguarding Policies and the Prevent Strategy
* The importance of ICT and how it can be used effectively.
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| Reporting to | A named mentor in school and a named member of SLTApprentice Tutor |
| Working time | Term time only – 37 hours per week |
| Hours | **Monday – Friday TBC****Supporting Community Clubs on Mondays and Thursday, 16:30 – 18:30.** |
| Salary/grade | Apprentice Rate dependent on age and experience. Minimum hourly rate of £6.40. Please see following link for further information:[National Minimum Wage and National Living Wage rates - GOV.UK (www.gov.uk)](https://www.gov.uk/national-minimum-wage-rates) |
| Main duties | * Supporting PE throughout the school
* Helping to deliver lunchtime clubs
* Helping to deliver after school clubs
* Support delivery of Community Clubs
* Support the preparation of school teams for festivals and competitions
* Taking small groups of children for activity
* Support the administration of PE and School sport
* Support within other curriculum areas when required
* Maintain sports noticeboard
* Maintain PE equipment cupboard
* To work collaboratively with class teachers
* To undertake training with Go Well/ Educational & Sporting Futures (at Chilton Academy and virtually) and complete portfolio work.
* To maintain the professional conduct expected of a member of school staff and adhere to all school policies at all times
* To undertake the responsibility to safeguard pupils
* Observe and implement all relevant legislative requirements including Health and Safety at Work Act
* To undertake other reasonable tasks requested by the Headteacher
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
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| Enhancing own knowledge, skills and understanding | * To attend training courses relevant to the post eg. Staff meetings, inset days, Educational & Sporting Futures/ Go Well training days and ensure continuance of personal and professional development.
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| How you will be assessed | * Submit a portfolio of evidence that is collated with, written assignments, case studies and presentations
* Practical observations
* Professional discussion
* End Point Assessment (EPA)
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