

Job Description

POST TITLE:	Apprentice Student Support Worker (2-year fixed term contract)
PAY:	In line with Apprentice Rates (term time only contract)
LOCATION:	Shuttleworth College
RESPONSIBLE TO:	HLTA/SENCO
START DATE:	September 2025
WORKING HOURS:	Monday-Friday 8am-4pm (3:30pm finish 1 day per week)
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Expected to work under the guidance of the teacher in a collaborative way, in supporting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will support with the planning, delivery and evaluation of the curriculum and its differentiation amongst pupils. Would be expected to:</p> <ul style="list-style-type: none"> - Support with the planning and implementation of teaching and learning activities to individuals and groups. - Establish supportive and constructive relationships with pupils, parents, carers and the wider community 	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s). - To support the planning and implementation of specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. - To support in the devising of pupil's individual targets and their monitoring and review. - To support pupils as part of a planned inclusion programme. - To develop positive relationships with pupils and staff to assist pupil progress and attainment. - To monitor and record pupil progress on a regular basis and to support with the preparation of reports as required. 	

- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To support the monitoring of individual pupils' progress and to report on pupils needs, achievements and concerns.
- To support in pupil supervision and the management of pupil behaviour.
- To support classroom administrative tasks including the maintenance of records.
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
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Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
GCSE Grade C and above for English, Maths and Science	E	A
Knowledge/skills/abilities		
Ability to relate well to children	E	A, I, R
Ability to work as part of a team	E	A, I, R
Good communication skills	E	A, I
Ability to relate well to parents/carers	E	A, I
Ability to supervise and assist pupils	E	A, I
Time management skills	D	A, I, R
Organisational skills	E	A, I, R
Knowledge of classroom roles and responsibilities	E	A, I
Knowledge of the concept of confidentiality	D	A, I, R
First Aid Certificate	D	A
Administrative skills	E	A, I
Knowledge of Early Years Foundation Stage	E	A, I
Knowledge of strategies, for example numeracy and literacy	E	A, I
Ability to make effective use of ICT	E	A, I, R
Ability to assess children's development	E	A, I
Ability to plan and deliver work programmes	E	A, I, R
Flexible attitude to work	E	A, I, R
Other		
Commitment to undertake in –service development	E	A, I
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Satisfactory attendance record/commitment to regular attendance at work	E	A, I, R

