



Job Title	Teaching Assistant (Level 3 Apprentice)	Reports to	Assistant Primary Schools Manager
Location	Robin Park		
Department	Community Trust		
Job purpose			
<p>As part of a Level 3 Teaching Assistant apprenticeship you will support lead delivery staff to enhance pupils' learning, either in groups or individually, ensuring that pupils understand the work set, know their learning objectives and stay on task in order to make progress.</p> <p>With a particularly focus on PE the Level 3 Teaching Assistant apprenticeship is for individuals working in primary, special and secondary education across all age ranges, encompassing special educational needs and emotional vulnerabilities.</p>			
Jobs reporting into the job holder		N/A	
Key responsibilities and duties			
<ul style="list-style-type: none"> To assist in the delivery of high quality PE and sports coaching in Wigan primary and special schools. To assist in the delivery of classroom based PSHE lessons in Wigan primary and secondary schools. To enrol and successfully complete the Level 3 Teaching Assistant apprentice including completing 5 - 7 hours a week education. Complete all education assignments and coursework in line with deadlines set by line manager and course tutor To complete the FA Level 1 in Coaching Football courses along with FA Emergency First Aid and Safeguarding Children and the 1st4sport Level 2 Award in Multi-Skills Development in Sport. To be a flexible member of the Wigan Athletic Community Trust team and when requested assist in the delivery of other projects and activities including evenings and weekends. 			
Health and safety			
<ul style="list-style-type: none"> Fully endorse, demonstrate and carry out the company's health and safety policy. Comply with all company policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assist if required with the amending of risk assessments periodically. Have a full knowledge of procedures for evacuation with regard to fire. Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. 			
Safeguarding			
<ul style="list-style-type: none"> The company is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding. 			
General			
<ul style="list-style-type: none"> Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the company. Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers. 			

- The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the company.

DBS check required		
Person specification		
	Essential requirements	Desirable requirements
Qualifications	<ul style="list-style-type: none"> • GCSE Grade 4/C or above in English and Maths 	<ul style="list-style-type: none"> • GCSE Grade 4 in PE or a Level 2 sport qualification • Level 1 Coaching Award in one or more sports other than football.
Experience	<ul style="list-style-type: none"> • Experience of working with or alongside young people to achieve a successful outcome such as improving their sports skills 	<ul style="list-style-type: none"> • Experience of working with young people in an education setting. • Knowledge surrounding issues affecting young people and the Wigan Community.
Knowledge, skills and qualities	<ul style="list-style-type: none"> • Proficient in using Microsoft Office • Hard working and flexible • Reliable and punctual • Self-motivated and the ability to work well within a team 	<ul style="list-style-type: none"> • Ability to travel to different sites to deliver sessions • Excellent communication skills both written and verbal

I confirm that I have read and agreed to this job description outlining the main duties of my job role.

Job holder name:

Signed:

Date: