



Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

Post title: Apprentice Teaching Assistant - Level 3

Hours of work: Monday-Friday

Responsible to: Head

Salary: Apprentice Wages

Job Role: As part of this role, the successful candidate will work towards completing the Teaching Assistant Level 3 apprenticeship standard. If the candidate has not already achieved GCSE grade C/4 in Maths and English, they will be required to complete functional skills assessments as part of the apprenticeship.

This position offers an excellent opportunity for those looking to start a rewarding career in education while gaining valuable experience and qualifications.

Responsibilities: Under the guidance of experienced teachers, the Apprentice Teaching Assistant will be involved in the following activities:

- **Learning Support:** Assist in implementing learning activities for individual or small groups of pupils, supporting their educational, personal, and social development.
- **Skill Development:** Help in developing pupils' varying skills to enhance their learning experience.
- **Resource Production:** Support the creation and preparation of learning resources.
- **Pupil Supervision:** Aid in the supervision of pupils to ensure their safety and well-being during school hours.
- **Monitoring Progress:** Assist in monitoring and recording pupil progress, identifying their developmental needs.
- **Reporting:** Communicate pupil progress and observations to the teacher to inform future planning and interventions.
- **Adherence to Policies:** Work within the school's policies and procedures, ensuring a consistent and positive learning environment.

	<ul style="list-style-type: none"> • Apprenticeship Requirements: Work towards the completion of the Teaching Assistant Level 3 apprenticeship framework, managing coursework and deadlines effectively. • General Support: Undertake tasks typically associated with a Teaching Assistant to enhance your training and development.
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Person Specification

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Factor	Essential	Desirable	Method of assessment
Qualifications, Knowledge & Experience:	GCSEs in Maths and English at grade C/Grade 4 or equivalent		Application Form Interview References Observation
Communication:	<p>The ability to communicate effectively in a verbal and written form to a range of audiences, including using IT based communications</p> <p>Clear communication skills that demonstrate strong levels of English language skills</p> <p>Ability to use tracking systems to communicate development with key individuals</p>	Experience in communications with parents across methods, including online (i.e. using Class Dojo)	Application Form Interview Observation
Skills & Aptitudes:	<p>To communicate clearly using various techniques</p> <p>Strong organisation skills</p> <p>To be able to use effectively a variety of teaching and organisational styles and resources, including ICT</p>	<p>Ability to contribute to the extra-curricular aspect of school life</p> <p>Creativity and presentation skills</p>	Application Form Interview References Observation

	To develop and maintain good professional relationships and contribute positively to school development		
Disposition:	<p>To be committed to actively support the visions, aims and ethos of the school</p> <p>To be committed to raising the levels of achievement of children of all abilities</p> <p>Flexible to change and willing to engage in shared transformation</p>	<p>Committed to supporting others and sharing good practice and values of the school</p> <p>A good sense of humour</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Observations</p>