



Springwell Leeds
Academy

Graduate Apprentice Teacher



Job Description

Purpose of the Post

As an Apprentice Teacher you will work under the guidance of a Class teacher to support the delivery of an appropriately broad, balanced and differentiated curriculum for specific groups of learners. Over time, you will gain Qualified Teacher Status and will be active in pursuit of this goal. You will embrace the ethos of the Academy supporting the progress and inclusion of all pupils demonstrating the Academy values including unconditional positive regard.

This is a two year programme aimed to support new graduates or individuals keen to change careers, work towards QTS and become a SEMH Primary Specialist. This is a salaried route into teaching with tuition fees paid for from the apprenticeship levy.

Salary, progression timescales and an outline of key areas of responsibility in each part of the two year programme are as follows:

Year 1

September-February Half Term: FTE £24,796 (Actual Salary £21,300)

You will receive training and develop your skills to understand how to support the SEMH needs of pupils at Springwell. This will mean you are able to work alongside a class team to meet the EHCP outcomes of individual children and develop knowledge, skills and understanding of requirements for effective support in a SEN, SEMH setting. A detailed description of this role can be found [here](#).

February Half Term-Summer: FTE £26,403 (Actual Salary £22,681)

If you successfully meet the criteria to move on to the next stage of the scheme, you will progress to a new role. This will focus on training you to understand the skills and knowledge required to be an effective classroom teacher in an SEMH setting. Working closely with a class teacher, you will support curriculum planning and may lead on small group teaching or academic interventions. This will prepare you for the ITT course in year 2. A detailed description of this role can be found [here](#).

Year 2

September-August: UQT3 £27,785

Springwell Leeds works closely with Exceed SCITT. If you meet the criteria set out in part 2 of the programme, you will be supported to complete an application to be a trainee primary teacher with Exceed from September 2024. This is a 1 year course that will lead to the award of QTS. Springwell Leeds will be your 'home' school and you will complete two other placements in mainstream settings. You will receive a salary whilst completing the course, and your tuition fees will be paid for from the apprenticeship levy. If you successfully complete the 2 year programme, you will be a fully qualified primary teacher. Further information about the ITT course can be found [here](#).

The programme is organised over 2 years to build a strong foundation of excellent relational practice to support students with SEMH needs in the first year, followed by a one year ITT programme delivered by Exceed SCITT.

Key Areas of Responsibility Year 1

Scale 2 TA Key Responsibilities

Scale 4 TA Key Responsibilities

Key Areas of Responsibility Year 2

Under the guidance of the class teacher you will:

Co-teaching

- Undertake a designated programme of teaching related to the primary curriculum model
- Teach pupils according to their needs, including the setting and marking of work
- Assess, record and report on the attendance, progress, development and attainment of pupils and keep such records as are required by school
- Contribute to written assessments, reports and references
- Prepare materials for the day
- Use ICT effectively to support teaching, learning and assessment
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work
- Promote Social, Moral, Spiritual and Cultural aspects of the curriculum alongside British Values.

Co-planning

- Assist in the teacher development of an appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in curriculum areas and departments
- Plan and prepare courses and lessons with oversight from teaching staff
- Select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate
- Contribute to team meetings and events

Professional Development

- Take part in a range of development programmes and opportunities
- Actively work towards QTS
- Support teams in the effective/efficient deployment of teaching assistants
- Work as a member of a designated team and to contribute positively to effective working relations and the development of this team
- Participate in the induction programme

Other

- Communicate effectively with parents and careers
- Co-operate and communicate with other teaching and support staff
- Where appropriate, communicate and co-operate with outside agencies
- Follow agreed policies for communications in the school
- Promote the general progress and well-being of children
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

Responsible to: Senior Leadership Team / Teaching staff

Application criteria

Criteria	Evidence
Graduate, or in the final year of a degree course, to be awarded prior to September.	Application Form
Evidence of GCSE at grade C (level 4) or above in English, Mathematics and Science.	Application Form
Satisfactory completion of relevant background checks, including an enhanced Disclosure and Barring Service (DBS) check.	DBS check
Interest and desire to pursue a career in education	Interview
Understanding of the needs of pupils at Springwell Leeds and the principles of Unconditional Positive Regard (UPR)	Interview

Induction/TA2

September 2026 to February half term 2027

If criteria have all been achieved, progression to TA4 role from February half term.

Criteria	Evidence
Successfully complete the 12-week induction programme, including Team Teach training.	Attendance register, line manager meetings
Work as part of a class team to understand and learn about the SEMH needs of pupils at Springwell Leeds.	Line manager meetings
Attend CPD sessions on Wednesday and Friday each week to learn how student needs can be supported.	CPD journal, SLT link meeting
Provide academic support for pupils across the breadth of the curriculum.	Line manager meeting
Maintain an excellent attendance and punctuality record	Attendance record
Complete a review of progress and show a good understanding of what is required in the role of a TA4. This will show readiness to progress to the next stage of the scheme.	SLT link meeting

Scale 4

February half term 2027 to July 2027

If criteria have all been achieved, support given for apprentice teacher ITT application.

Criteria	Evidence
Work alongside a class teacher to look at planning for pupil needs and leading on SEMH and/or academic interventions.	Attendance register, line manager meetings
Attend CPD sessions on Wednesday and Friday each week to learn how academic needs can be supported in an SEMH setting.	Line manager meetings
With support of a class teacher, plan some academic learning to be delivered to the class. This might be a particular curriculum area or sequence of lessons.	CPD journal, SLT link meeting
Maintain an excellent attendance and punctuality record	Line manager meeting
Complete a review of progress and show a good understanding of what is required as a trainee teacher. This will show readiness to progress to the ITT apprenticeship scheme.	Attendance record

ITT Apprenticeship route with Exceed

September 2027 to July 2028

Criteria	Evidence
Complete school placements and training provided by Exceed SCITT. Build evidence to show teacher standards have been achieved and all relevant assessments and assignments are completed.	Successful completion of ITT course, leading to QTS