



# Apprenticeship Teaching Assistant

## St Bartholomew's Church of England Academy



St Bartholomew's Church of England Academy  
Bredon Avenue  
Coventry  
CV3 2LP

**Apprenticeship Teaching Assistant**

**30hpw**

**Apprentice Payscale**

***Together, pursuing life in all its fullness***

# Job Description

## About the Role

The Trust is looking to appoint an Apprentice Teaching Assistant who is committed to learning on the job to gain a Teaching Assistant NVQ and supporting St Bartholomew's Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

Hours of work are 08:30 to 15:30 Monday to Friday with a 1-hour unpaid lunchbreak each day.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- We are offering a salary commensurate with the apprenticeship pay scale

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Hannah Carvell, Headteacher, via email to [school.office@stbarts.covmat.org](mailto:school.office@stbarts.covmat.org) to arrange an informal discussion about the post.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place as soon as possible after the advert closes (see MyNewTerm for closing date).

## **KEY PURPOSE**

Working under the overall supervision of the responsible teacher, assist and support teaching and learning, working with individuals or groups and assist in providing for general care, safety and welfare of pupils as part of the apprenticeship scheme.

## **ACCOUNTABILITIES**

The appointee will be line managed by the Headteacher.

## **PRINCIPAL RESPONSIBILITIES**

**Responsibility for people (other than employees supervised/managed):** The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing support to pupils with additional personal/special needs.

**Responsibility for budget:** The post has no direct responsibility for financial resources other than occasionally handling small amounts of cash, processing cheques, invoices etc.

**Responsibility for physical resources:** The post has some responsibility for physical resources, through the preparation and care of teaching materials/resources and secure and accurate record keeping.

## **Main Activities**

Your day-to-day duties will include:

- Contribute to curriculum planning and evaluation and assist in implementation
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required
- Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support and use ICT in learning activities & develop pupils' competence and independence in its use.
- Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Occasional support to whole class for short periods (e.g. story reading).
- Help pupils to develop communication skills and role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem
- Assist with lesson/activity planning, delivery and evaluation
- Monitor individual/group achievements of key objectives and provide feedback to the teacher
- Contribute to pupil assessment through observation and reporting
- Record information relevant to assessment and review of pupils' progress
- Active involvement in day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks, e.g. produce worksheets, administer coursework
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information
- Monitor and provide for general care, safety and welfare of pupils, including tasks connected with their social inclusion and personal/physical care (including providing personal/hygiene support to pupils as required by personal plans.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: Disclosure and Barring Service - GOV.UK ([www.gov.uk](http://www.gov.uk)).

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually, and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Experience</b>						
1	A good general education, including GCSE English and Maths or equivalent.		✓	✓		
2	A commitment to completing the apprenticeship	✓		✓		
<b>Professional Experience and Knowledge</b>						
4	A commitment to and evidence of promoting diversity and equal opportunities within the workplace, classroom, curriculum and employment practice	✓		✓	✓	✓
5	Be aware of cultural differences	✓		✓	✓	
6	Good communication and listening skills and able to present information, verbally and in writing to others.		✓	✓		✓
7	Knowledge and understanding of safeguarding requirements and good practice.		✓	✓	✓	✓
8	Able to take responsibility for an area of learning/development.	✓		✓		✓
9	Can transfer theory/training into practice.	✓		✓	✓	
10	Relates well to children, parents, staff and other professionals.	✓		✓		✓
11	Considers wellbeing of all, showing empathy when working with other staff and pupils.	✓		✓		✓
<b>Skills and Abilities</b>						
	Promote the school's aims positively and use effective strategies to motivate and inspire pupils.	✓			✓	
	Able to exercise initiative and independent action.	✓		✓	✓	✓
	Able to adapt teaching styles to the needs of groups of individual pupils.		✓	✓	✓	✓
	A commitment to work consistently to a 'good' or 'outstanding' standard	✓		✓		✓
	Have an understanding of and experience of ICT as a learning tool.		✓	✓		

I ..... (name) hereby confirm that I have received a copy for the job description for the post of Apprentice Teaching Assistant.

Signed ..... Date .....