

Apprenticeship vacancies online template

Vacancy Details																			
Vacancy title	Apprentice SEN Teaching Assistant - 1 vacancy																		
Employer Name	Innovate Multi Academy Trust																		
Employer Address & Postcode	Kilsby CE Primary School, Manor Rd, Kilsby, Rugby, Warwickshire CV23 8XS																		
Contact Name	<table border="1"> <tr> <td>Title</td> <td>Miss</td> </tr> <tr> <td>First Name</td> <td>Dawn</td> </tr> <tr> <td>Surname</td> <td>Lee</td> </tr> <tr> <td>Position</td> <td>Trust People Services Partner</td> </tr> <tr> <td>Telephone</td> <td>01327 222359</td> </tr> <tr> <td>Mobile no. (Optional)</td> <td>01327 222359</td> </tr> <tr> <td>Email Address</td> <td>dawn.lee@innovatemat.org</td> </tr> <tr> <td>Fax no. (Optional)</td> <td></td> </tr> <tr> <td>Contact by email/mail/phone?</td> <td>Email or phone</td> </tr> </table>	Title	Miss	First Name	Dawn	Surname	Lee	Position	Trust People Services Partner	Telephone	01327 222359	Mobile no. (Optional)	01327 222359	Email Address	dawn.lee@innovatemat.org	Fax no. (Optional)		Contact by email/mail/phone?	Email or phone
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Contact by email/mail/phone?	Email or phone																		
Full Description	<p><u>Support for pupils:</u></p> <ul style="list-style-type: none"> ● Develop knowledge of all pupils socially, emotionally and academically including home circumstances, barriers to learning etc. ● Gain a specific understanding of the learning needs of the pupils to be supported whatever their ability ● Supervise and provide particular support for pupils, ensuring their safety and access to learning activities, this may be individuals or groups of any ability within the class ● Aid pupils' learning, as effectively as possible, both in group situations and independently by, for example: <ul style="list-style-type: none"> ○ clarifying and explaining instructions; ○ encouraging children to listen to the class teacher and then explain what they are expected to do ○ ensuring the child is able to use equipment and materials provided safely and with precision; 																		

	<ul style="list-style-type: none"> ○ assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, maths, handwriting/presentation; ○ helping in stronger areas to use and apply knowledge and understanding to more open-ended tasks ○ helping children to concentrate well and finish work set and become autonomous in this ○ meeting physical needs as required whilst encouraging independence ○ assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes within the class where possible ○ developing appropriate resources to support the children ○ providing support for individual children inside and outside the classroom to enable them to interact socially and cooperatively with others and engage in activities led by the teacher ○ establish a constructive relationship with the pupils and interact with them calmly, respectfully and firmly when necessary <ul style="list-style-type: none"> ● Promote the inclusion and acceptance of all children ● Set challenging and demanding expectations and promote self-esteem and independence ● Provide the necessary pastoral care to enable children to feel secure and happy ● Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher <p><u>Support for the Teacher</u></p> <ul style="list-style-type: none"> ● Assist the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for specific pupils if necessary ● Inform yourself of weekly plans in advance of the lesson so that you are able to prepare appropriately, with the support of the teacher, for the group you will be supporting ● Monitor pupil's responses to learning activities and accurately record achievement as directed
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	<ul style="list-style-type: none"> ● Provide detailed and regular feedback about the children to the teacher ● Contribute to the maintenance of children's progress records ● Participate in the evaluation of the support programme of specific pupils ● Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour ● Establish constructive relationships with parents/carers ● Administer routine tests and undertake routine marking of children's work as directed by the teacher, of groups that have been supported by you ● Support class teachers in photocopying and other tasks in order to support teaching <p><u>Support for the Curriculum:</u></p> <ul style="list-style-type: none"> ● Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses to everyday assessment ● Undertake intervention programmes as agreed with Inclusion Manager and class teacher, recording achievement and progress, and feeding back to the teacher ● Support the use of ICT in learning activities and develop pupils' competence and independence in its use ● Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum <p><u>Support for Lunchtimes:</u></p> <ul style="list-style-type: none"> ● Set up and clear away tables, chairs in the dining area ● Set out play equipment ● Assist the cook with setting out food, cutlery and crockery ● Clean up any spillages of food or drink ● Sweep floors once tables and chairs are cleared away ● Safeguard pupils' health and safety during lunchtime ● Ensure children line up in a timely manner ● Ensure children have a balance of dining and recreation time ● Lead the children in 'grace'
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	<ul style="list-style-type: none"> ● Monitor children to encourage them to eat healthy lunches ● Help children who may be having difficulties i.e. cutting up food ● Encourage good table manners ● Ensure good behaviour in line with the school's behaviour policy ● Comfort children who may be upset ● Supervise children in the playground or in the hall and classrooms in wet weather ● Make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime ● Deal with any minor first aid incidents such as cuts, grazes and bruises or referring to a First Aider ● Check, monitor and resolve health and welfare issues and refer these to appropriate members of staff <p><u>Support for the school:</u></p> <ul style="list-style-type: none"> ● Be aware of and comply with the 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, ensure all pupils have equal access to opportunities to learn and develop ● Contribute to the overall ethos, work and aims of the school ● Be prepared to uphold the Christian and British values of the school even if not a Christian yourself ● Appreciate and support the roles of other professionals ● Attend and participate in relevant meetings and training as required ● Where appropriate, develop a relationship to foster links between home and school ● Liaise, advise and consult with other members of the team supporting the children as appropriate ● Contribute to reviews of children's progress as appropriate ● Set a good example in terms of dress, punctuality, attitude, collaboration, respect and attendance ● Prepare and present displays of children's work as required ● Carry out lunchtime supervision and playground duties on a rota and ad hoc basis
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	<ul style="list-style-type: none"> Accompany teacher and children on educational visits Undertake other duties from time to time as required by the Head of School or Class Teacher
Short Description	Work within our friendly, committed school team as a Teaching Assistant to support children with Special Educational Needs and teachers. Working with children on a 1:1 basis and in small groups.
Number of Positions Available	1
Weekly Wage	Apprenticeship salary £7.55 per/hour increasing relevant to age after completing the first year.
Working Week (Days and Hours)	Monday to Friday 8:30am to 3:30pm with 30 mins lunch break (32 hours 30 mins per week) term time + training days (39 weeks per year)
Future Prospects	Opportunity to apply for permanent posts within our multi-academy trust on successful completion of apprenticeship
Contact Name	Dawn Lee

Employer Details	
Employers Name	Innovate Multi Academy Trust
Employers Anonymous name (if selected)	
Employer description	Innovate Multi Academy Trust is made up of 6 village Primary schools situated in Northamptonshire. We have a supportive staff team in all of our schools and are friendly schools at the heart of their village communities.
Employer website and logo	https://www.innovatemat.org/ 

Vacancy Location	
Vacancy Location & Postcode	Kilsby CE Primary School, Manor Rd, Kilsby, Rugby, Warwickshire CV23 8XS

About the Candidate	
Skills Required	A good level of numeracy and literacy, good organisation and communication skills, IT skills, calm, patient & understanding with the ability to work as part of a team.
Qualifications Required	GCSE English and Maths
Personal Qualities	We are looking for someone who is friendly and polite, well organised, able to show initiative, adaptable, calm, patient and with a good sense of humour. The ability to respect confidentiality is key.

Additional Detail	
Important Other Information	Innovate Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and children. This job is subject to an enhanced DBS check, medical check and satisfactory references. The trust is an equal opportunities employer.
Reality Check	

Supplementary Application Form Questions	
Two Vacancy Specific Questions:	

Key Details	
Closing Date	Sunday 04/01/2026 at midday
Interview Date	w/c 12/01/2026
Possible Start Date	January 2026

To apply for this position	
	https://mynewterm.com/jobs/141079/EDV-2025-KCEPS-12826