

Apprentice Teaching Assistant

Level 3 or Level 5 (to be confirmed at onboarding)

Apprentice Rate of Pay

Monday to Friday 8.30am – 3.30pm

Term time working

Schools:

- St Andrews Primary School
- South Kilworth Primary School
- Husbands Bosworth Primary School
- Lubenham Primary School

Are you passionate about making a difference in children's lives and looking to start or progress your career in education?

We are looking for an enthusiastic and committed Apprentice Teaching Assistant to join our supportive team across our family of schools. This is a fantastic opportunity to earn while you learn, gaining either a Level 3 Teaching Assistant or Level 5 Specialist Teaching Assistant qualification (determined at onboarding based on your experience and prior learning).

About the Role

As an Apprentice Teaching Assistant, you will work closely with class teachers and other staff to support the teaching and learning of pupils across the school. You'll gain hands-on experience in:

- Assisting in planning, delivering, and evaluating learning activities
- Assist in supporting whole-class teaching
- Working with small groups and individual pupils
- Supporting pupils' personal and social development
- Helping to create a positive and inclusive learning environment
- You may also be required to support wrap-around care as part of your role.

What We're Looking For

- A positive attitude and willingness to learn
- A genuine interest in supporting children's learning and development
- Good communication and teamwork skills
- Reliability, flexibility, and a proactive approach
- Previous experience is helpful but not essential, training will be provided

What We Offer

- A welcoming and supportive school community
- Ongoing professional development and training
- A structured apprenticeship programme
- Opportunities to work with experienced staff and gain valuable classroom experience
- The chance to make a real impact in children's lives

If you want to start your career in education with us, and help inspire young minds every day, apply here.

School/College: St Andrews Primary School / South Kilworth Primary School
Husbands Bosworth Primary School / Lubenham Primary School

Job Title: Apprentice Teaching Assistant (Level 3 or Level 5 – determined at onboarding)

Grade: Apprentice hourly rate

Responsible To: Head teacher

**Key Relationships/
Liaison with:** Class Teacher & Senco

Job Purpose: We are seeking an enthusiastic and committed Apprentice Teaching Assistant to join our team. The successful candidate will complete either the Level 3 Teaching Assistant apprenticeship or the Level 5 Specialist Teaching Assistant apprenticeship, depending on their previous experience and qualifications. The appropriate level will be confirmed during the onboarding process.

This is a fantastic opportunity to develop your skills, knowledge and confidence while working in a supportive school environment. You will work under the direction of teachers and other professionals to support teaching, learning and the personal development of pupils.

This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils.

TA may be required to cover wrap around care

Occupational Standards: Aligned to the Teaching Assistant (Level 3) or Specialist Teaching Assistant (Level 5) apprenticeship standards, as determined during onboarding.

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
2. To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
5. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
6. To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
7. To promote the development of positive relationships and acceptable behaviour in accordance with school/college policy.
8. Support wrap-around care as part of your role.

9. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
10. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
11. To prepare and utilise ICT resources to support pupils learning.
12. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
13. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
14. To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
15. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
16. To assist volunteers based in your work area, as appropriate.
17. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
18. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
19. To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
20. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
21. To undertake midday supervision duties.
22. To provide toileting support to pupils as necessary.
23. To support, as appropriate, in instances where pupils are unwell whilst at the school

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a DBS enhanced check (without a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> Willingness to undertake the Level 3 Teaching Assistant or Level 5 Specialist Teaching Assistant apprenticeship training, determined at the start of employment based on experience. Level 2 qualifications in maths/numeracy and English/literacy OR <ul style="list-style-type: none"> Able to demonstrate competency in literacy and numeracy equivalent to level 2. 	✓		App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting Experience of supporting pupils in upper Key Stage 2 	✓	✓	App/Int/Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<u>General Circumstances</u> <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Ref/Med App/Int
<u>Factors not already covered</u> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	✓		Med

App = Application Form

Int = Interview

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)

Test = Test

Pre = Presentation