



# Teaching Assistant Apprentice Recruitment Pack

January 2026

## Welcome from Headteacher

At Sir William Robertson Academy, our aim is for every pupil to aspire to be the best they can be. This principle underpins our vision and our carefully planned, structured curriculum. Children come first at our school, a belief shared across our Trust, and we embrace Amelia Earhart's words, "No Borders, Just Horizons", as a symbol of the ambition and opportunity we seek to provide.

Our first priority is to ensure that all pupils feel safe, secure and happy within our school community. We are committed to equipping young people with the knowledge, skills and resilience they need to thrive in adulthood in an ever-changing world. Character development is central to our work, supported through opportunities such as the Duke of Edinburgh Award at Bronze, Silver and Gold level.

We deliver a broad, balanced and ambitious curriculum rooted in the National Curriculum and responsive to local and national priorities, including the English Baccalaureate where appropriate. We value subject knowledge as the foundation for understanding the world, while also ensuring pupils develop skills, confidence and curiosity beyond examination success.

We believe strongly in breadth of learning and in providing all students with access to a wide range of academic, creative, physical and practical subjects. Our curriculum promotes literacy, creativity and physical development, alongside spiritual, moral, social and cultural education, helping pupils make meaningful connections across disciplines.

Quality First Teaching is at the heart of our approach. We are a proudly inclusive school that values diversity and places great importance on developing pupils' vocabulary and love of reading, supported by a well-resourced library at the centre of school life.

Through a rich programme of enrichment and carefully planned progression, our curriculum aims to build cultural capital and prepare pupils to become confident, informed and active members of society. Breadth and depth are maintained until the end of Year 9, after which pupils are supported to make well-informed choices through effective careers education and guidance.

**Mr Scott Barlow, Headteacher**



## About the Role

Sir William Robertson Academy is seeking a motivated and caring Level 3 Teaching Assistant Apprentice to join our team of Teaching Assistants.

This is a rewarding opportunity for someone passionate about supporting young people aged 11-18 and making a difference in education. You will gain hands-on experience in a supportive school environment while working towards a nationally recognised Level 3 Teaching Assistant qualification.

You will support students with a range of learning needs, helping them develop confidence, independence and essential literacy and numeracy skills. This apprenticeship provides an excellent foundation for a long-term career in education.

### Key Responsibilities

- ✓ Support students in lessons to help them access learning and become independent learners
- ✓ Assist with preparing classrooms, resources and learning materials
- ✓ Reinforce individual learning targets and support student progress
- ✓ Support literacy, numeracy and learning strategy development
- ✓ Promote inclusion, wellbeing and positive engagement in learning
- ✓ Monitor student responses and provide feedback to teaching staff
- ✓ Support behaviour management in line with school policies
- ✓ Assist with student record keeping and progress tracking
- ✓ Support students with additional needs, including those with EHCPs
- ✓ Supervise students during break, lunch and other duties
- ✓ Support educational visits and school trips
- ✓ Assist with personal care and hygiene duties where required

### What We're Looking For

- ✓ A strong desire to learn and develop professionally
- ✓ Good communication and listening skills
- ✓ Patient, caring and supportive approach
- ✓ Basic IT skills and confidence using digital platforms
- ✓ Good organisation and attention to detail
- ✓ Ability to use initiative and maintain confidentiality

### Training & Qualification

Delivered by Priory Apprenticeships, this programme includes:

- ✓ 18-month apprenticeship (plus End Point Assessment)
- ✓ On-the-job training, workshops and mentoring
- ✓ Support from an Occupational Expert
- ✓ Achievement of the Level 3 Teaching Assistant Qualification

# Person Specification

## Qualifications

### Essential

- ✓ Willingness to work towards Level 3 Teaching Assistant qualification via apprenticeship
- ✓ Basic literacy and numeracy skills

### Desirable

- ✓ GCSE Grade 5 (or equivalent) in Maths and English

*Assessed via Application Form*

## Skills & Knowledge

### Essential

- ✓ Good communication and listening skills
- ✓ Basic IT skills (e.g. email, Word, online learning platforms)
- ✓ Ability to follow instructions and adhere to school policies and procedures
- ✓ Ability to work effectively as part of a team
- ✓ Good organisational and time management skills

### Desirable

- ✓ Understanding of safeguarding and child protection (training can be provided)
- ✓ Awareness of how children and young people learn
- ✓ Understanding of inclusive practice and supporting diverse learning needs

*Assessed via Application Form and References*

## Experience

### Essential

- ✓ No prior experience required — willingness to learn and develop in the role

### Desirable

- ✓ Experience working or volunteering with children or young people
- ✓ Experience supporting students with additional needs (e.g. SEND, EHCPs)

*Assessed via Application Form, References and Interview*

## Personal Qualities

### Essential

- ✓ Passion for supporting young people
- ✓ Patient, calm and caring approach
- ✓ Positive attitude and willingness to learn
- ✓ Reliable, professional and punctual
- ✓ Ability to maintain confidentiality
- ✓ Flexible and adaptable approach

### Desirable

- ✓ Proactive and confident using own initiative
- ✓ Interest in a long-term career in education

*Assessed via Application Form, Interview and References*