



Post Title: Supporting Teaching and Learning Apprentice
 Department: EYFS, KS1, KS2
 Reporting to: Jessica Jenkins (Executive) Principal

Wellspring Academy Trust is a growing Multi-Academy Trust with thirty-three schools, making the Trust one of the largest in the North. We are committed to making a difference to the lives and life chances of the young people and the communities we serve and believe in the potential of our team to achieve remarkable things.

Purpose of the post

At Victoria Primary Academy we provide the best education for all our pupils in a happy, caring and healthy environment. We provide a broad, balanced and creative curriculum that is stimulating and challenging, preparing children for life in modern Britain. Success is achieved in close partnership with pupils, parents, carers, governors and other members of our multicultural community.

At Victoria Primary Academy we ensure that everyone in our school is treated with respect and dignity. Each person in our school is given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality and disability.

We are privileged to be part of Wellspring Academy Trust who believes that every school is unique, because it has a unique history; it serves a unique community context and is full of unique individuals. We value and celebrate the unique identities of our schools. We encourage them to innovate, create and develop their uniqueness because we want others to learn from them.

Victoria Primary Academy is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, Governors and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check. We promote diversity and want a workforce, which reflects the population and communities of Leeds.

Method of Working

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, deliver quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guideline policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all acts.

DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Number of Positions Available	
Short Description <i>Max 256 Characters</i>	A rewarding opportunity to train as a teaching assistant to work under the direct instruction of teaching/senior staff to support the children/young people of the school.
Vacancy Type <i>Intermediate, Advanced, Higher</i>	Intermediate Level 2 or level 3
Framework/ Standard Title	Framework
Apprenticeship Duration	15 months
Training to be Provided	Offering Code: Mode of delivery: Once a month day release in college. Course content: A Level 2 Apprenticeship is delivered in partnership with the workplace you will be expected to attend college 1 day a month, where you will gain knowledge and understanding of the Supporting Teaching and Learning standards. You will develop skills on the job where you will be supported by a workplace mentor. An Assessor from Leeds City College will visit you on a regular basis to support your learning journey The Apprenticeship framework comprises of: Level 2 Certificate in Supporting Teaching and Learning in Schools Functional Skills qualifications: Level 2 Functional Skill in English Level 1 Functional Skill in Maths Level 1 Functional Skills in ICT + Employment Rights and Responsibilities + Personal Learning and Thinking Skills
Working Week	Term time only – plus 5 days Total Weekly Working Hours: 37 hours Start and end times: 8am to 4.00pm Mon-Thurs 8am to 3.30pm Fri Working Days: Monday to Friday
Weekly Wage	National Minimum wage for Apprentices
Full Job Description	Purpose of Post: - To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher. - To support access learning for pupils and provide general support to the teacher in the management of pupils and the classroom. - Provide general support to staff and pupils, including preparation and routine maintenance of resources/equipment. Duties and Responsibilities: Support for Pupils - Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. - To supervise and support pupils ensuring their safety and access to learning. - Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. - Promote the inclusion and acceptance of all pupils. - Encourage pupils to interact with others and engage in activities led by the teacher. - Encourage pupils to act independently as appropriate.

	7. Support pupils in accessing learning activities as directed by the teacher. Support for the Teacher 8. Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work. 9. Be aware of pupil problems/progress/achievements and report to the teacher as agreed. 10. Undertake pupil record keeping as requested and other basic record keeping. 11. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. 12. Gather/report information from/to parents/carers as directed. 13. Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etc. 14. Ensure the maintenance of a clean and orderly working environment. 15. Timely and accurate preparation of routine equipment/resources/materials as set out in instructions. 16. Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils. Support for the Curriculum 17. Support pupils to understand instructions. 18. Support pupils in respect of aspects of learning with the curriculum. 19. Support pupils in using basic ICT as directed. 20. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. 21. Monitor and arrange orderly and secure storage of supplies. 22. Operation of everyday equipment in accordance with instructions. 23. Maintenance of everyday equipment, check for quality/safety. 24. Undertake simple repairs and report other damages.
About the Candidate	
Skills Required	• Ability to relate well to children and adults • The ability to personalise and differentiate learning Ability to use correct English in spoken and written communication • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to respond calmly and use initiative
Personal Qualities	• Confident and enjoys working as part of a team • An enthusiastic personality with a 'can do attitude' • Conscientious • Flexible and adaptable • Able to remain calm • A positive approach to continuous learning and development • Team player • Commitment to all CPD offered Desirable • Understanding of pupils with social, emotional and mental health difficulties and special educational needs • Knowledge of the range of ways that pupils learn • Knowledge of interventions • Relevant experience for the post • Working with children of relevant age • Working with children/young people with SEN and/or social, emotional and mental health difficulties General technical/resource support

Qualifications Required	GCSE English/Maths Grade A – C or equivalent qualification
Additional Details	
Future Prospects	Possible Progression to Level 3 STLS Apprenticeship
Reality Check	You will be expected to be flexible with the working hours to ensure ratios are maintained. During the year you will be expected to participate in additional events out of the normal working hours, for example, parent's evening and Open days. There is a degree of lifting and carrying that you will need to be able to carry out. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There is a requirement to submit to an enhanced Criminal Records Bureau background check.
Important Other Information	Apprenticeship National Minimum Wage (ANMW): The National Minimum Wage for Apprentices is £7.55 per hour. This is the legal minimum pay per hour applying to under 19 year olds and 19 and over in the first year of their apprenticeship. For apprentices 19 or over who have completed their first year and are continuing their apprenticeship, the National Minimum wage appropriate to their age applies.
Application Form Questions	
Question One	What inspires you to work with children?
Question Two	What would you do if a child disclosed information to you?
Key Dates	
Closing Date	
Interview Start Date	
Possible Start Date	

Additional Details
We are delighted you are looking to become a partner of Leeds City College. We are committed to creating an environment where all students can achieve their full potential. The college will share your personal data with the DFE to exercise the college functions, statutory responsibilities and funding requirements. The College may share your personal data with other third parties for education, training, employment, safeguarding and public protection. This will only take place where the law allows and if the sharing is in compliance with the data protection legislation. By signing this agreement, you agree we can process your personal data specifically for the purposes identified. Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: https://www.leedscitycollege.ac.uk/the-college/corporate-documents/ The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. You can agree to be contacted for other purposes by ticking any of the following boxes: ☐ About courses or learning opportunities. ☐ For surveys and research. ☐ By post. ☐ By phone. ☐ By e-mail.

Employer Agreement

Employer Signature:

Print Name:

Date: