



Apprentice Teaching Assistant

Location: St Joseph's Catholic Academy, Mill Lane, Hebburn, NE31 2ET
Grade: Apprentice National Minimum Wage
Salary: £12,347 pro rata (£10,471 actual)
Hours: 0800-1600 Monday to Thursday 1530 finish on Friday
Term Time Only

Thank you for taking the time to consider applying to join our team at St Joseph's. Our school values are summed up in our mission statement. We want all of our students to *live life to the full*. This mission is underpinned by our FLAME character values of Faith, Learning, Attitude, Mutual Respect and Enrichment. Each member of our school community lives out these values making St Joseph's a truly special community in which to work.

Graded 'Good' in 2022 by Ofsted and Outstanding in 2019 by the Diocese of Hexham and Newcastle, St Joseph's is an 11 – 18 academy which serves the communities of South Tyneside and East Gateshead. The majority of our pupils come from Hebburn and Jarrow with some travelling from much further afield.

St Joseph's Catholic Academy is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle. The Trust includes five Secondary and twenty-five Primary Schools across South Tyneside, Sunderland and East Durham, which offers the opportunity to work collaboratively. Within the school and wider Trust, there are significant opportunities for CPD and collaborative work across a number of schools.

The Role

As an Apprentice Teaching Assistant, you will have the opportunity to learn and develop your skills supporting students across the secondary school phase (11-18).

Supported by an in-school Mentor and a Learning Mentor through the Apprenticeship Provider, you will develop a wide range of skills including developing learning strategies for pupils, embedding effective behaviour management strategies, and recognising, adapting and responding to all pupils encompassing SEND / emotional

vulnerabilities, through on the job and virtual training provided by our leading national training provider.

You will also benefit from being able to be part of a wider Trust network of Teaching Assistants who work across the 30 different schools, gaining experience and sharing good practice as you start your career pathway.

This is a Term Time Only role, meaning you only work during term time and on INSET days. However, your salary is paid in 12 equal instalments, meaning that you do get paid in August during the summer break.

During the first year of your Apprenticeship, you will be paid the Apprenticeship Minimum Wage. This will then increase at the start of year two according to the Apprenticeship Wage for your age group.

What Type of Person are we Looking For?

We are looking for an individual who is adaptable, flexible and able to navigate changes quickly and effectively because the needs of our students can change from lesson to lesson.

The ability to work with a variety of different computer systems and software, including Microsoft Office/OneDrive is an advantage for this role, but not essential as full training will be provided.

In order to recruit and retain the best possible candidates St Joseph's offers a range of enhancements for staff including:

- Ample free parking on site
- Access to school fitness facilities
- A supportive environment where work/life balance issues are considered carefully
- Opportunities to contribute to wider school activities

If you require further information about the post, or would like to arrange a visit and speak to the Headteacher, please contact our School Business Manager Mrs V Henry VHenry@stjosephs.uk.net.

Completed application forms should be submitted by email to tjc_recruitment@stjosephs.uk.net by **12pm on Monday 8th September**

Interviews will be held Friday 12th September.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. Online checks will be done for all shortlisted candidates.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.