

# INVICTUS

Education Trust

## JOB DESCRIPTION



Learn with **us**, Work with **us**, Belong with **us**!

# Job Description

|                         |   |
|-------------------------|---|
| <b>JOB TITLE:</b>       | Level 3 Teaching Assistant Apprentice   |
| <b>SCHOOL:</b>          | Rufford Primary School  |
| <b>SALARY:</b>          | National Apprentice Rate  |
| <b>REPORTING TO:</b>    | In line with organisation structure   |
| <b>RESPONSIBLE FOR:</b> | In line with organisation structure   |
| <b>LIASING WITH:</b>    | CEO, Trust Executive Leadership Team, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team |

## Main Purpose

As a Level 3 Teaching Assistant Apprentice, you will support high-quality teaching and learning across the school while working towards the Level 3 Teaching Assistant apprenticeship standard. The role involves contributing to pupils' academic progress, personal development, and wellbeing under the guidance of teaching staff, while developing the knowledge, skills, and behaviours required for effective practice.

You will work with a degree of autonomy, applying and developing specialist skills and knowledge to support learning in specific areas. This includes assisting in the planning, preparation, and delivery of learning activities, implementing agreed programmes of work for individuals and groups, and contributing to the wider planning cycle.

Through structured training and coaching from experienced professionals, you will gain practical experience in supporting pupil development and education, while successfully completing the requirements of the Level 3 Teaching Assistant apprenticeship.

## Main Duties

### Portfolio

- Deliver planned learning activities and interventions for individuals and small groups under the guidance of a teacher.
- Adapt teaching strategies, resources and communication approaches to meet the diverse needs of learners.
- Support pupils to engage with the curriculum, achieve learning goals and develop independent learning skills.
- Contribute to curriculum planning and the implementation of Individual Learning Plans (ILPs), Individual Education Plans (IEPs) and Education, Health and Care Plans (EHCPs).



### Mission

'Excellence every day, unlimited ambition and transforming lives'



### Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



### Values

- Respect
- Resilience
- Relationships

- Use specialist skills and training to support pupils with communication and interaction needs, cognition and learning needs, sensory and physical impairments, behavioural, emotional and social needs, and pupils with EAL.
- Observe, assess, record and report on pupil progress, participation and wellbeing.
- Apply formative assessment strategies and provide constructive feedback to support learning and next steps.
- Design, adapt and prepare learning resources and maintain specialist equipment where required.
- Establish positive relationships with pupils and act as a positive role model, promoting high expectations and positive learning behaviours.
- Promote equality, diversity, inclusion and acceptance, ensuring all pupils can participate fully in learning and school life.
- Support pupils' social, emotional and mental wellbeing and provide pastoral and mentoring support where appropriate.
- Promote independence, resilience and self-confidence.
- Implement the school's behaviour policy and agreed behaviour support strategies, including supporting pupils with additional behavioural needs.
- Support pupils during periods of transition, reintegration and change.
- Support the planning and delivery of enrichment activities, educational visits and extracurricular provision.
- Supervise pupils on visits, trips and out-of-school learning activities.
- Contribute to the development of school policies, practices and resources where appropriate.
- Support the training and development of colleagues by sharing specialist knowledge and effective practice.

### **Other Professional Requirements**

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend Governance meetings as and when required
- Actively engage in the Trust's performance development process
- Take part in the Trust's development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

### **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job



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description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

## **Support For The Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and performance development reviews as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2025](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

### **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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## Person Specification

|                      | ESSENTIAL   | DESIRABLE |
|----------------------|---|-----------|
| QUALIFICATIONS       | <p>GCSEs in Maths and English at Grade C/4 (or equivalent), or Functional Skills Level 2, or a willingness to achieve these alongside the apprenticeship.</p> <p>Commitment to completing the Level 3 Teaching Assistant apprenticeship qualification</p> <p>Must not already hold a Level 3 (or higher) qualification aligned to the Teaching Assistant apprenticeship standard.</p> |           |
| EXPERIENCE           | <p>Confident use of digital systems (including Microsoft Office, Word, Excel, Outlook) and willingness to learn new technologies</p>  |           |
| SKILLS AND KNOWLEDGE | <p>Good written and verbal communication skills</p> <p>Problem-solving and decision-making skills</p> <p>Strong organisational and prioritisation skills</p>  |           |
| PERSONAL QUALITIES   | <p>Self-motivated</p> <p>Ability to work with staff at all levels and have good communication skills</p> <p>A can-do attitude</p> <p>Shows resilience and adaptability to changing priorities</p> <p>Attention to detail and accuracy</p> <p>Enthusiastic, proactive, and eager to learn</p> <p>Takes responsibility for own development and actively seeks feedback</p>              |           |
| FLEXIBILITY          | <p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust</p>   |           |

**This job description/person specification may be amended at any time in consultation with the postholder. Any changes will continue to reflect the school's commitment to safeguarding and promoting the welfare of children and young people.**



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|                                  |                                       |              |            |
|----------------------------------|---------------------------------------|--------------|------------|
| <b>Job Title:</b>                | Level 3 Teaching Assistant Apprentice |              |            |
| <b>Director of HR signature:</b> | <i>S Webb</i>                         | <b>Date:</b> | 12/06/2026 |
| <b>Postholder's signature:</b>   |                                       | <b>Date:</b> |            |



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