



Apprentice Teaching Assistant

Permanent Contract 32.5 hrs/week

Required 30th October 2023 (or as soon as possible)

Apprentice grade - £5.28 per hour for the first 6 months

**Followed by age related grade (see page 2) until
apprenticeship is completed**

32.5 hours per week

Term time only + 5 INSET days

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National Minimum Wage / Apprentice Rates of Pay – April 2023

These rates are for the National Living Wage (for those aged 23 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year.

	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2023	£10.42	£10.18	£7.49	£5.28	£5.28

Apprentices

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship



Woodlands Primary Academy

Dear Colleague

Thank you for expressing an interest in this exciting post.

At Woodlands Primary Academy we have some wonderful pupils, committed staff and a community that deserves the very best from their local primary Academy. Since conversion and joining South Pennine Academies the school has undergone a transformation which has resulted in improved provision and outcomes for learners. Our pupils work hard, behave well and have great attitudes to learning. Parents have a very positive relationship with our school and are keen to support everything we do. Our staff are dedicated to what we are trying to achieve and are driving the Academy vision and values. There is a real team spirit at Woodlands, in a nutshell, this is a wonderful place to work and learn!

We are looking for a teaching assistant who has/will:

- Experience of working with children in the primary age range.
- Able to provide and support with playground games, ensuring lunchtimes are engaging for all children.
- Committed to ensuring all our pupils are happy and safe in school by embracing and adopting our strong and robust safeguarding culture.
- Willing to be fully involved in the life of the school.
- Excellent at building good working relationships with children, parents, staff and governors.
- Outstanding communication in both speech and writing

The Governors, and our Sponsor South Pennine Academies Trust will ensure that Woodlands Primary Academy provides the very best educational success for our children. We will create a dynamic relationship between Governors, Sponsor, CEO and Principal which will be both challenging and supportive as we work together to create an outstanding Academy.

If you think that you are still right for the job then we look forward to receiving your application. If you wish to discuss the job in more detail then please do not hesitate to contact the Principal , Catherine Sharpe.

Yours faithfully

Mrs C. Sharpe

Principal



Our Vision and Values at Woodlands

Enjoy, Thrive, Aspire

At Woodlands Primary Academy we aim to create a nurturing school community, where children excel in their achievements and are inspired to continue learning in the future

Woodlands Primary Academy nurtures its pupils by:

- Providing a safe, happy school in which pastoral care is given high priority by dedicated staff
- Expecting and promoting the highest standards of behaviour
- Giving children an excellent, secure start to their school experience in our Nursery and establishing positive relationships with parents
- Developing a strong sense of community and pride, with a “family feel” to the school

Woodlands Primary Academy encourages its pupils to excel by:

- Striving for the highest possible standards of achievement across a broad, well-planned curriculum
- Using the extensive school grounds to stimulate a love of learning in all children
- Being inclusive and committed to providing for individual children’s need

Woodlands Primary Academy inspires its pupils to become independent learners by:

- Fostering a willingness to take risks and to persevere in new learning situations
- Celebrating individual strengths, talents and progress
- Promoting respectful attitudes and encouraging them to have a voice in the running of the school



South Pennine Academies

Woodlands Primary Academy is a proud member of South Pennine Academies.

South Pennine Academies help us to reach our aims and objectives through tailored support. The vision, values and key priorities of the Trust are outlined below.

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

South Pennine Academies believes in school improvement through a partnership model.

This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community

South Pennine Academies Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Apprentice Teaching Assistant at Woodlands Primary Academy**, then you should:

- Follow the link below to apply via the My New Term website only. Late applications will not be considered. If you have any questions please telephone the school office on 0161 3595698 to speak to a member of staff.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Please ensure that your supporting statement section of your application is no more than 2 A4 sides of paper.

Time table for the selection process:

- Closing date for applications: Monday 9th October
- Interview Notifications by: Wednesday 11th October
- Interview day: **Tuesday 17th October**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Woodlands Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Job Title **Apprentice Teaching Assistant**

Salary Scale Standard apprentice salary for first 6 months, National Wage thereafter

Responsible to Class teacher/ Principal

Required for 30th October 2023 (or as soon as possible)

Academies: Woodlands Primary Academy

About the Role

An Apprentice Teaching Assistant is required to join our team. The successful apprentice will be supporting staff to provide a safe, happy and well-disciplined learning environment, which enables our children to acquire a wide range of knowledge, skills and practical abilities.

Key Accountabilities

Under the guidance of teachers, the successful candidate will be involved in working with individuals or small groups of children to support the education, personal and social development of pupils and establishing positive relationships to assist pupils complete structured learning activities. Duties may include:

- Support to implement learning activities working with individual or small groups of pupils,
- Support to assist the development of varying skills that support pupils' learning,
- Support in producing learning resources,
- Support to assist in pupil supervision,
- Support in monitoring and recording of pupil progress and developmental needs,
- Reporting pupil progress to the teacher,
- Work within the school's policy and procedures,
- Working to the apprenticeship framework and completing work in a timely manner.

Skills and Experience

Experience of working with or caring for children of a relevant age in a voluntary or work experience capacity is desirable.

The successful candidate would also have the following skills:

- Good team player,
- Good communicator with parents, teachers and pupils,
- Good time management skills,
- Good organisational skills,
- Knowledge and understanding of confidentiality,
- Ability to use ICT.

Other

The successful apprentice will be expected to apply themselves to the apprenticeship with commitment and diligence.

The apprentice will also be required to commit and work to the school's values and ethos.

Apprenticeship

As part of this role the successful candidate will be expected to work towards completing the apprenticeship standard, Teaching Assistant L3.

The successful candidate will also be required to complete functional skills initial assessments in Maths and English. Maths and English functional skills must be completed as part of the apprenticeship, if prior achievement at GCSE C/4 has not previously been achieved.

Requirements	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications Good academic qualifications (min A-C/4 at GCSE including maths and English or equivalent, if not already achieved the ability to work towards achieving functional skills level 2)	E	AF, T
Experience Experience of working with and managing children of relevant age Experience of working in a relevant classroom/service environment Experience of supporting pupils with challenging behaviour	D D D	AF, I AF, I AF, I
Knowledge, skills and abilities Enthusiasm for working in schools Attitude to education compatible to ethos of school A hardworking and committed attitude Ability to relate well to children Ability to work as part of a team Ability to follow instructions and learn from experience Good communication skills Ability to supervise and assist pupils An interest and ability in the primary curriculum Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Flexible attitude to work	E E E E E E E E E D D D E E	AF, I AF, I
Special requirements Commitment to safeguarding and protecting the welfare of children and young people Commitment to apply themselves to the apprenticeship with commitment and diligence Commitment to equality and diversity Commitment to health and safety Commitment to attendance at work Commitment to undertake in-service development	E E E E E E	I AF, I I I I I

Thank you for taking the time to read and digest the information about our school. If you wish to apply for the post of Apprentice Teaching Assistant at Woodlands Primary Academy, then you should;

- Follow the link to complete the online application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Academy.

If you would like more information about Woodlands Primary Academy, please contact **Catherine Sharpe** – Principal on csharpe@woodlandsprimaryacademy.org or telephone 0161 3595698

South Pennine Academies is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers, volunteers and employees to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS). CV's will not be accepted.

Links to both the safer recruitment policy and Safeguarding and Child Protection Policy can be found on our website www.woodlandsprimaryacademy.org or by clicking the links below.

https://www.woodlandsprimaryacademy.org/docs/policies/Safer_Recruitment_Policy_.pdf

https://www.woodlandsprimaryacademy.org/docs/policies/Safeguarding_and_Child_Protection_Policy_.pdf

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. References must be from your current or last employer in a senior role and from different places of work. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

Please note this role is subject to an Enhanced DBS Certificate