



# Applicant Information Pack

## Apprentice Teaching Assistant Level 1



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## Welcome from the Headteacher

Here at The Snaith School, we are incredibly proud of our reputation for academic excellence and first class pastoral care however this would not be possible without employing the right people who share our vision to make 'better lives'.

With this in mind, we have recently chosen to join The Education Alliance, an established and successful Multi-Academy Trust who are committed to ethical leadership and whose values totally align with those of The Snaith School. By working in a trust that values the importance of schools being enjoyable, rewarding working environments in which all colleagues believe the demands of their job are reasonable and manageable, we know we will continue to recruit and retain excellent staff. The aim of the trust and The Snaith School is to be an organisation where people want to work and choose to stay.

The Snaith School is a happy and rewarding place to work and learn. We achieve our goals by working together, aiming high and believing in all our young people. Our motto is: 'Infinity and Beyond' because we never place limits on the potential of our pupils and staff. As a result, we are over-subscribed and committed to sustaining our strong reputation. Alongside supporting our fantastic pupils, we are also passionate about developing staff and offer a variety of CPD opportunities both in and outside of school. Whatever your aspirations, we will help you to achieve them.

Our pupils are happy, polite and proud of their school. Many visitors comment on the lovely atmosphere in school and how well-mannered our pupils are. They are keen to succeed in lessons but also enjoy getting involved in the vast array of trips, visits and extra-curricular activities on offer to them.

If you believe you have what it takes to build upon our success story, then we look forward to meeting you.

M J Blackledge  
Head Teacher



## The Snaith School Aims

At The Snaith School we aim to provide the best possible education and opportunities for each individual pupil.

We enable our pupils to enjoy life, grasp the opportunities it offers and be equipped to meet the complex challenges of the 21st century.

We encourage our pupils to grow and develop emotionally, to be able to understand and respect themselves and fully engage and interact with those around them.

The Snaith School team is highly committed and strive to provide an exceptional educational and all-encompassing experience for all pupils.

We provide outstanding pastoral care, high standards of behaviour and a happy, thriving and progressive school environment.

We all work hard to promote a culture of mutual respect, honesty and high aspirations. In achieving this the school will maintain and develop its caring, inclusive, disciplined ethos and traditional values, emphasising respect for the individual and the integration of all staff and pupils within one community where:

- Every child counts and no child is left behind
- Education is tailored to individual needs, interest and aptitude to ensure that every pupil achieves and reaches the highest standards possible
- High quality education is learner centred towards performance targets
- Pupils are prepared to deal confidently with adult life
- Pupils learn how to learn
- The full potential of all pupils and staff are developed
- All members of the community support the school and are proud of its achievements
- The environment is safe and secure and is conducive to learning

### Ofsted Quotes

‘Students are keen to learn and they achieve well.’

‘Positive relationships and a high level of trust enable students to deal with experiences that challenge them emotionally.’

### Investors in People Quotes

“The Snaith School have developed and implemented a number of excellent actions which have focused on developing the capability of people across the whole school through effective leadership and management resulting in continued empowerment and engagement and continually improving standards.”

“The Snaith School has a strong culture for recognising achievement and contribution.”

**“To infinity and beyond!”**



INVESTORS  
IN PEOPLE

Silver





## Vacancy Advert

### Apprentice Teaching Assistant Level 1

**60% of Scale Point 3 - £18,065 per annum full time (£7452 actual pay)  
30.5 hours per week term time only, one year training contract**

Are you passionate about young people achieving their full potential? Do you want to work in a high achieving school striving for excellence for all? Do you want to make a difference to young people's futures?

Required from September, we are seeking to appoint outstanding and enthusiastic Apprentice Teaching Assistants to join our popular, successful, oversubscribed, inclusive 11-16 school. You will work towards the Level 2 Qualification in Supporting Teaching and Learning in Schools.

#### Why choose The Snaith School?

- We are a good and successful school.
- You will become part of a strong and friendly team.
- We are part of The Education Alliance who invest heavily in professional development.
- It is an exciting time to join The Snaith School and The Education Alliance as we are looking to grow and develop. You could be part of this journey
- Our pupils are polite, enthusiastic and hard working
- We pride ourselves in valuing our staff

#### You:

- Will be keen to make a difference in the classroom
- Are able to communicate effectively at all levels and adopt a friendly, helpful, courteous manner
- Will be keen to demonstrate your inclusive ethos in your everyday practice
- Are an effective team player
- Have a good level of IT literacy with good written and verbal communication skills
- Have a commitment to supporting the school and school policies

#### The Education Alliance encourage you to:

- Watch their video to gain more insight into the Trust  
<https://www.youtube.com/watch?v=FJPq99Jon24>
- Visit the website [www.theeducationalliance.org.uk](http://www.theeducationalliance.org.uk)
- Discuss the role with The Snaith School

If you are someone who is keen to learn and work for an inspirational, ambitious and dynamic education provider, then we want to hear from you. Visits to the school are most welcomed and can be arranged by contacting Louise Brodigan, HR and Office Manager at [hr@thesnaithschool.org.uk](mailto:hr@thesnaithschool.org.uk).

Closing date: 9am Tuesday 27 August 2019  
Interview date: Week commencing 2 September 2019

Please visit [www.tes.com](http://www.tes.com) to complete an online application.

The Snaith School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.





## Application Process

Dear Applicant

Thank you for your interest in the post of Apprentice Teaching Assistant.

Applications must be submitted through [www.tes.com](http://www.tes.com), CVs are not accepted. Your application must be received no later than **9am Tuesday 27 August**.

Should you have any queries please email me at:

[hr@thesnaithschool.org.uk](mailto:hr@thesnaithschool.org.uk)

Yours sincerely

Louise Brodigan

HR and Office Manager



## Job Description

Responsible to: SENDCo and Assistant SENDCo  
Hours of work: Monday – Friday 8.50am to 3.15pm with 25mins for lunch, Tuesday start at 8:30am, 30.5 hours per week  
Days of work: Term time only plus 1 training day in September

### **Overall Purpose of the Job**

Under the direction of the teacher or SENDCO/Assistant SENDCO , the Apprentice Teaching Assistant, whilst working towards the Level 2 Qualification in Supporting Teaching and Learning in Schools, will undertake a range of duties which may include:

#### ***Supporting the pupil by:***

- Developing an understanding of the specific needs of the pupil(s) to be supported, taking into account the type of support involved.
- Undertaking activities with either individuals or groups of pupils to ensure their safety and facilitate their physical, emotional and educational development, by, for example:
  - clarifying and explaining instructions;
  - ensuring the pupil is able to use equipment and materials provided;
  - assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, and the use of I.C.T.;
  - helping pupils to concentrate on, and finish work set;
  - meeting the physical needs of pupils as required whilst encouraging independence;
  - liaising with the class teacher, SENDCO/Assistant SENDCO and/or external support teacher about individual education plans (I.E.P.s) and pupil progress;
  - developing appropriate resources to support the pupil(s).

#### ***Supporting the teacher by:***

- Assisting the class teacher (and other professionals as appropriate) in the carrying out of pre-determined educational activities and support programmes for individual and groups of pupils.
- Participating in the evaluation of the support programme.
- Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, basic record keeping.
- Providing regular feedback about the pupil(s) to the class teacher.
- Liaising with other members of the team supporting the pupil(s) when asked to do so.
- Providing oral contributions to reviews of pupils' progress, as appropriate.

#### ***Supporting the school by:***

- Assisting with lunch and break time supervision of pupils on a rota basis.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and training courses as appropriate.
- Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

### **Working in partnership with the teacher**

- Works under the direction and guidance of a teacher.
- Understands lesson objectives.
- May be involved in lesson planning.

### **Statutory framework**

- Works to agreed school policies and procedures.
- Works within wider legislation framework, e.g. National Curriculum, health and safety, child protection.

### **Supporting inclusion**

- Facilitates participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.

### **Equality of opportunity**

- Ensures pupils' equal access to learning and development.

### **Anti-discrimination**

- Must comply with legislation and school policies relating to discrimination.
- Must promote anti-discrimination practices in all interactions with pupils and colleagues.

### **Celebrating diversity**

- Demonstrates and promotes an understanding and appreciation of difference in personal characteristics, belief system and cultures.

### **Promoting independence**

- Encourages and promotes independent learners.
- Provides opportunities for pupils to demonstrate self-reliance and responsibility.

### **Confidentiality**

- Must adhere to the need for confidentiality of information at all times.

### **Continuous professional development (CPD)**

- Takes responsibility for maintaining and improving personal skills, knowledge and experience.





## Personnel Specification

Essential upon appointment	Desirable	How Identified
<b>EXPERIENCE / SKILLS</b>  Ability to relate well to children and adults and maintain positive relationships  Ability to maintain a safe, calm and happy approach  Good communication skills  Understanding of a school environment	Experience of dealing with / working with children  Good interpersonal skills  Good listening skills	Application form/ Interview/ References
<b>PERSONAL QUALITIES</b>  Suitable to work with children  Is a team player  Acts with integrity and honesty  Is non-judgemental		Application form/ Interview/ References
<b>QUALIFICATIONS/ TRAINING</b>  GCSE Maths and English grade 4 (grade C) or above or equivalent  Willingness to participate in development and training opportunities		Application form/ Interview/ References