



UTC Warrington

Apprentice Teaching Assistant

Candidate Information Pack





Vacancy: Apprentice Teaching Assistant

Job start: September 2023

Interviews: w/c 28th August 2023

Salary: £12,506 FTE (Pro rata TTO £10,373) £6.50p/h – £15,007 (pro rata TTO £12,447) £7.80p/h (Dependent upon experience)

Upon completion of the apprenticeship, you will be paid in accordance with the NJC Pay scale.

Location: Warrington

Contract type: Full Time (37 hours p/w) / Term-time only

Contract term: Permanent, upon successful completion of 18-month apprenticeship

Introduction

A rare opportunity has arisen for the appointment of an Apprentice Teaching Assistant at UTC Warrington. We are an enriching and exciting place to work with superb students, committed and highly skilled staff and a focus on delivering the highest quality teaching. Our staff are our most valuable asset. We operate a culture of continued professional development and are looking for an enthusiastic, committed individual to join our team. We welcome pre-arranged visits to the school from candidates.

The role

Working with our KS4/KS5 students, the successful candidate will complete their Level 3 Apprenticeship over an eighteen-month period, supporting students with a range of different learning needs, ensuring that students meet their educational aims. The successful candidate will work closely alongside the SENDCo. This is a unique and exciting opportunity for an aspirational individual to gain first-hand experience in all aspects of student support, preparing students for the world of work.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an Outstanding institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university, or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the Northwest and beyond.



We are a school and sixth form, with a strong focus and vision that prepares students for a high-quality role within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers. From September 2023 we will be offering T-levels in engineering and manufacturing, construction design and surveying, laboratory sciences and digital support services.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in listening, speaking, problem solving, creativity, staying positive, aiming high, leadership and teamwork in all aspects of their UTC career. Combined with opportunities to take part in high quality enrichment (cadets, NCS, student leadership, sport), our young people are ready for the world of work. The UTC is co-located with the Warrington Youth Zone in Warrington town centre. This brand-new facility provides UTC staff and students access to state of the art sports facilities.

Our UTC has world class technical facilities and industry standard equipment. Students have contact with industry professionals and teachers with strong industry experience. Progressing onto degree and apprenticeship opportunities.

How to Apply

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – ldevine@utcw.co.uk

Closing date:

Please complete an application form and submit a covering letter to info@utcw.co.uk.

CVs will not be accepted. **The closing date for applications Friday 25th August (Midday)**. Interviews will take place on the week commencing **Monday 28th August**.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: www.utcw.co.uk

Facebook: www.facebook.com/UTCWarrington

Twitter: www.twitter.com/UTCWarrington

Instagram: www.instagram.com/utc_warrington



Job Description

Job Title:	Apprentice Teaching Assistant
Accountable to:	SENDCo
Job Purpose:	<ul style="list-style-type: none"> To provide support for students with SEND or learning difficulties and differences, ensuring progress and challenge for all students. To complete the Level 3 Teaching Assistant Apprenticeship programme.
Main duties and responsibilities	<ul style="list-style-type: none"> To always maintain a professional relationship with students. To offer both whole class and 1:1 targeted support during students' timetabled lessons. To provide targeted intervention for identified cohorts of students as directed. To deliver sessions to students through 1-1 coaching conversations and group discussion, set clear learning objectives and firm expectations around the sessions in order for the students to develop transferable learning skills. To work closely with the SENCo to ensure that the needs of students with special educational needs are met. To participate, with other staff, in the comprehensive assessment of students to identify and address barriers to learning. To establish good, positive relationships with individual students to help them reflect on their learning. To support and deliver aspects of the enrichment programme to ensure students achieve a good balance of experiences, and support homework. To support students with work experience and work placements, supporting the development of work skills and practices, monitoring and reporting on their progress during work experience placements. To foster and encourage links between the home and the school to support students' development within the school and wider community. To help invigilate during examinations in accordance with strict procedures. To support students with exam concessions by acting as a reader and/or scribe. To contribute to the maintenance of records and information systems both electronic and manual with due regard for UK GDPR and confidentiality. The ability to respect and empathise with young people and an understanding of the many complexities young people may face. To support with lunch and / or break duties as directed. To support students before and after school as directed. To engage in a personalised Continuous Professional Development programme to develop your own skills.



	<ul style="list-style-type: none"> • To make appropriate use of time designated for working towards the requirements of the Level 3 Apprentice Teaching Assistant qualification. • To meet all deadlines for the Level 3 Apprentice Teaching Assistant qualification.
Other duties and responsibilities:	To carry out any other duties that the Head of College may reasonably request.
Responsibilities common to all staff:	All staff are expected to: <ul style="list-style-type: none"> • Foster UTCW’s vision and objectives. • Ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students. • Effectively discharge UTCW’s responsibility for safeguarding students. • Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students, and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues. • Engage actively in the performance review process. • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • Attending appropriate professional development/training sessions, courses, or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. • Comply with the provisions of the UK General Data Protection Regulations (GDPR) and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students, and members of the general public. • Be responsible and accountable for carrying out the post with regard to the college’s Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures. • To engage actively in the performance review process. • Carrying out any other duties associated with the work of the College as may be directed by the Head of College, commensurate with the grade of the post.



Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> GCSE English and Maths at grade 5 or better 	<ul style="list-style-type: none"> Background or a strong knowledge of STEM subjects.
Skills:	<ul style="list-style-type: none"> The resilience to thrive in a busy and fast paced working environment. Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. Excellent ICT skills including the ability to use specialist packages. Excellent literacy & numeracy skills. Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures. Ability to identify own learning needs and actively seek development opportunities. 	
Experience, knowledge and understanding:	<ul style="list-style-type: none"> Awareness of and committed to the importance of safeguarding. 	<ul style="list-style-type: none"> Working within an educational setting.
Characteristics:	<ul style="list-style-type: none"> Positive and pro-active approach. Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge. Highly personally credible and able to represent UTCW with external agencies, particularly employers. 	<ul style="list-style-type: none"> Enhanced DBS.

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure and satisfactory references will be required for all posts.

August 2023