



Apprentice Teaching Assistant

Springfield Junior School

30 hours per week 39 weeks per year

A vacancy has arisen for an Apprentice Teaching Assistant. The successful applicant will be; hard working, enthusiastic and flexible with high standards. They will possess a 'can do' attitude and be willing to support the activities of the school. The ability to work with a range of people is essential and they must be able to act on their own initiative, dealing with any unexpected challenges as they arise. They will have a willingness to participate in further training and development opportunities offered by the school and QEGSMAT, to further develop knowledge and understanding of the role, are essential.

The candidate will be expected to work hours within the school day that meet the needs of the school, these will be agreed before a job offer is made.

Springfield Junior School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.

- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for support staff. With access to Teacher Pension Scheme employer contributions of 23.68% for Teachers.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their preemployment checks.

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: 4 December 2022

Provisional Interview date: 9 December 2022

Actual Salary: National Minimum Wage

Potential Start date: As soon as possible



JOB DESCRIPTION

Post Title:	Apprentice Teaching Assistant
Responsible to:	Working under the guidance of class teacher and/or Early years lead.
Scale:	Minimum wage

Purpose of the Role

To work under the direct instruction of teaching staff, and the early years lead. Provide specific support to the teacher/early years lead in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

Ensure impact on the quality of teaching and learning for individuals/groups. To implement the school's improvement priorities, policies and procedures and by demonstrating the professional responsibilities of a whole school team member.

Competences, roles and responsibilities of all TAs are listed:

Support to Pupils

- Support and contribute to the school's responsibility for safeguarding children.
- Support in providing a welcoming, positive, well organised, safe learning environment conducive to learning.
- Set high expectations for pupils' behaviour, their learning, fostering positive relationships and implementing the school's behaviour policy.
- Deliver programmes and monitor the children's response to the learning.
- Plan and develop differentiated learning activities, using understanding of child development, pedagogy and techniques which support and develop pupil's learning.
- Support in planning tasks that are well matched and practical.
- Develop a variety of teaching styles and delivery to meet the needs of the pupils.
- Use assessment for learning and assessment of learning to assess, track and report progress including the marking of work.
- Accurately record and report on the development, progress and attainment of children.
- Co-operate and liaise with other school colleagues
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers/early years lead.

- Contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Provide general support to pupils, ensuring their safety, by complying with good Health and Safety practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.¹
- Encourage pupils to interact with others and engage in activities led by the teacher/early years lead.

Support to Teacher/early years lead

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers/early years lead.
- Support the teacher/early years lead in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals and improve outcomes.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher/early years lead.
- Assist the teacher/early years lead with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher/early years lead.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce resources for learning opportunities, etc.
- Support the pupils during outdoor early physical play/development

Support to Curriculum

- Provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.

¹ Every effort should be made to ensure support is within contractual hours

- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.



Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. • GCSE (or equivalent) level C or above in English and Maths 	<ul style="list-style-type: none"> • First Aid.
Experience	<ul style="list-style-type: none"> • A good knowledge of health and safety requirements. 	<ul style="list-style-type: none"> • National Curriculum in Key Stage 1 or 2. Supporting children's learning in a school setting.
Knowledge	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice. • Knowledge of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Willing to work towards NVQ Level 3 or recognised equivalent. 	<ul style="list-style-type: none"> • Working knowledge of the SEN code of practice. • Knowledge of intervention programmes. • Assessment for Learning.
Skills	<ul style="list-style-type: none"> • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. 	<ul style="list-style-type: none"> • Ability to contribute to student Records of Achievement, targets and Annual Reviews
Personal qualities	<ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. 	<ul style="list-style-type: none"> • Willing to engage in any professional development activities which will aid the effective competency required by the post.

	<ul style="list-style-type: none"> • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Enjoys outdoor activities • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Motivation to work with children and young people. • Emotional resilience in working with challenging behaviours. 	
<p style="text-align: center;">Equal Opportunities</p>	<ul style="list-style-type: none"> • Understanding of the Equal opportunities policy 	

Date:	
Signature:	