



UP HOLLAND
HIGH SCHOOL
Dedicated to Excellence

Apprentice Learning Support Assistant (Fixed Term)



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Headteacher's welcome

Up Holland High School is Dedicated to Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos, we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford our students the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

https://www.youtube.com/watch?v=kl5yjTJwG_8

School Priorities 2025-2027

- Encourage a strong, **positive attitude to learning culture** (ATL) in every classroom and subject.
- Provide a **challenging and inclusive curriculum** that uses regular assessment to support student progress.
- **Strengthen teaching in all subjects** through targeted training, that enhances staff knowledge and expertise.
- **Increase overall attendance** compared to 2024/25 and keep it above the national average for all student groups.



Headteacher
Paul Scarborough

Role overview:

Apprentice Learning Support Assistant

Contract type: Fixed Term for 18 months

Hours: 31.25 hours per week (6 hours 5 minutes per day + 50 minute after school meeting one day per week), Term Time only

Days: Monday to Friday in school from 8.40 am – 3.25 pm with 30-minute lunch break

Salary £11,022 actual salary (£15434 FTE salary)

Closing Date: Monday 6th July 2026 8.00 am

Interview Date: To be confirmed but as soon as possible after the closing date

Start Date: 1st September 2026

We have an exciting opportunity for an Apprentice to join Up Holland High School to complete a recognised Teaching Assistant Level 3 Qualification whilst also learning to work within a school environment and have a real impact on children's lives. You will need to be a child centred practitioner with the ability to inspire, engage and motivate students. You will need to have excellent communication skills, be ambitious and be a strong team player and above all else, you will need to be 'Dedicated to Excellence' in all that you do.

Our school: Personal Development

The five key skills and values that we promote through LORIC are those that employers, colleges and universities consider to be most desirable:

- **Leadership**
- **Organisation**
- **Resilience**
- **Initiative**
- **Communication**

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer a holistic educational experience is at the core of the school's philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed, you can expect full support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored professional development programme. We offer a professionally stimulating working environment where staff have the opportunity to progress and most critically, to positively impact the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. *Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates*



The Trust



EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work. Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



Job description

MAIN ACTIVITIES As an apprentice, the postholder will work towards the following:

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Students

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of students.
- To undertake activities in order to monitor the personal, physical, social and emotional needs of students.
- To develop positive relationships with students to promote pupil progress and attainment.
- To assist in the devising of student's individual targets and their monitoring and review.
- Support students as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support students' learning.
- To assist in the specific medical/care needs of students when specific training has been undertaken.

Support for the Teacher

- To monitor and record student progress and developmental needs.
- To help produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of student behaviour.
- When the class teacher is unexpectedly unavailable, to provide short-term cover for classes to which the TA is assigned
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of student absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of students work



Support for the Curriculum

- To assist the delivery of educational and developmental programmes.
- To support the use of ICT in learning activities

General:

You must:

- Work within school policies and procedures.
- Attend skill training and participate in personal/performance development as required.
- Take care for own and other people's health and safety.
- Be aware of the confidential nature of issues.
- Possess excellent interpersonal and communication skills; common sense and the ability to work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- You should be in possession of a First Aid qualification or show a willingness to be First Aid trained.

The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.

This job description may be amended to meet the future needs of the school.

How to apply

Support staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to j.harrison@uphollandhigh.org.uk marked for the attention of Mr P Scarborough, Headteacher.

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Guidance

Applicant Privacy Notices can be found on our website using the following link.

<https://www.uhhs.uk/ckfinder/userfiles/files/Vacancies/PrivacyNoticeforJobApplicants2025PDF.pdf>