



Briefing Pack for Applicants

Apprentice Teaching Assistant

August 2025

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Section 1 – Post Advertisement



Barnsley Academy

The best in everyone™

Part of United Learning

Job title:	Teaching Assistant Apprentice (Level 3)
Location:	Barnsley Academy, Farm Road, Kendray, Barnsley, S70 3DL
Salary:	Competitive, United Learning Apprenticeship Pay Scale (see end of advert)
Contract:	18 months in line with the apprenticeship
Hours of work:	Full-time, 37.5 hours per week – (20% of time in training)

We are seeking to appoint two diligent and proactive individuals for the position of Teaching Assistant Apprentice Level 3 at Barnsley Academy. The successful post-holders will be based at Barnsley Academy supporting, assisting and supervising pupils under the direction of the class teacher and SENCo.

These posts are subject to an apprenticeship training agreement; we will support the successful individuals in working towards and achieving their Teacher Assistant Qualifications. It is anticipated that this will be a minimum of 18 months. **Following successful completion of the apprenticeship, the role will be reviewed and consideration made for a permanent contract in line with business needs.**

We are looking to recruit someone with a child centred approach and excellent people skills to support students effectively in order for them to fully participate in learning. Experience of supporting students with SEND and/or complex learning needs would be advantageous for this role.

We will consider applicants from a range of educational backgrounds, what is more important is your belief that all young people have the ability to achieve the very best.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Barnsley Academy is an 11-16 school. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

We will offer you:

- 26 days annual leave plus 8 statutory bank holidays per annum.
- An additional day's paid leave awarded per annum (in addition to annual leave).
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.

- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to further training through the Apprenticeship Levy.
- Access to Westfield Rewards with discounts across a variety of retailers and service providers.
- Access to the corporate Health Cash Plan which includes a range of health benefits including an Employee Assistance Programme (EAP).
- Free on-site parking.
- We encourage open and regular conversations about work-life balance.

As part of United Learning our aim is to bring out ‘the best in everyone’ and we are dedicated to providing students and staff with every opportunity to reach their full potential and succeed with our support.

We are looking for you:

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- To be approachable and have excellent people skills.
- A team player with strong communication skills.
- To be solutions focused.
- The ability to confidently give and receive and feedback.
- The ability to plan and record information accurately.
- To be resilient and adapt to a changing and diverse workload.
- To demonstrate a positive, proactive and professional approach at all times
- A fundamental belief in the power of education to enable pupils to achieve anything they set their minds to.

Please refer to the job description and person specification for further details.

To apply, please click the ‘Apply Now’ button at the top of the advert on our website using the following link to our vacancies page <https://www.barnsley-academy.org/vacancies> to complete our online application form, CVs are not accepted. **The closing date for this post is 9.00 am on Friday 5th September 2025. Interviews will take place soon after.**

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check, a further check against the appropriate barred list and for shortlisted candidates an online check.

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United Learning Apprentices Rates of Pay from 1st April 2025

For apprentices on United Learning contracts, please refer to agreed **United Learning rates for apprentices** as detailed below:

Apprentice Age	Status	Minimum Hourly Rate of Pay	
		Out of London	In London
Under 19 years old	First and subsequent years of apprenticeship	£7.55 per hour	£7.70 per hour
Aged 19-20	First year of apprenticeship	£8.07 per hour	£8.22 per hour
Aged 19-20	Beyond first year of apprenticeship	£10.00 per hour	£10.15 per hour
Aged 21 years and over	First year of apprenticeship	£10.40 per hour	£10.55 per hour
Aged 21 year and over	Beyond first year of apprenticeship	£12.41 per hour	£14.23 Outer London and £15.02 Inner London per hour

Section 2 – United Learning

Barnsley Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools, you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of progression and out employee schemes, such as our Westfield Health Benefits package, are an attractive feature of our employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Barnsley Academy



Dear Candidate

Thank you very much for your interest in joining Barnsley Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Barnsley Academy and the United Learning academy trust are committed to teaching a knowledge-rich curriculum and education with character to all of our students. We believe in explicit instruction and traditional teaching methods. Our approaches are greatly influenced by Doug Lemov's 'Teach Like A Champion', with our lesson sequences underpinned by Rosenshine's principles. We are an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all of our students, and we are on a journey to becoming a great school with excellence as standard. As part of this journey, we are creating an academic culture that is warm and strict, disciplined and joyful, and ensures impeccable behaviour, so that teachers can teach and students can develop their knowledge.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Barnsley Academy as the next stage in your career.

With best wishes,

Stephen Pitcher
Principal
Barnsley Academy

Section 5 – Job Description



Job Description

Post title	Teaching Assistant Apprentice (Level 3)
Salary	As Per UL Apprenticeship Pay Scale
Responsible to	The Class Teacher and SENCo
Responsible for	There are no direct line management responsibilities associated with this role however, there are elements of supervision.
Role purpose	To support, assist and supervise pupils under the direction of the class teacher and SENCo
Relevant qualifications	Minimum GCSE grade C or equivalent in Maths and English.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

To provide a high level, comprehensive assistance to both students and teachers in their daily tasks and to ensure student progress.

Key Responsibilities

Key Tasks and Activities

Support for the Teacher

1. To participate in the planning and delivery of differentiated learning activities and support pupils to achieve learning goals, in coordination with the class teacher and SENCo.
2. Monitor the response of pupils to learning activities and record achievements/progress as directed.

3. Determine the need for, and prepare, general and specialist equipment and resources; assist pupils in their use.
4. Provide detailed and regular feedback to teachers on pupils' achievements, progress and wellbeing.
5. Promote good pupil behaviour, deal with incidents in line with the Academy Behaviour Policy and encourage pupils to take responsibility for their own behaviour.
6. Contribute to the planning, recording and implementation of individual learning plans.
7. Establish constructive relationships with parents/carers.
8. Be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils' responses to learning activities through observation of achievement against pre-determined learning objectives.
9. Undertake structured and agreed learning activities/intervention programmes, adjusting activities according to pupils' responses/needs.
10. Liaise sensitively with parents under the direction of the class teacher and SENCo

Support for the Pupils

1. Support, assist and supervise identified pupils with SEND under the direction of the class teacher and SENCo.
2. Encourage pupils to interact and work co-operatively with others.
3. Engage all pupils in activities which promote independence and resilience.
4. Employing strategies to recognise and reward achievement.
5. Supervise and provide individualised support for pupils, including those with SEND, ensuring their safety and access to learning activities.
6. Assist with the development and implementation of individual Education/Behaviour Plans.
7. Promote the inclusion and acceptance of all pupils.
8. Set challenging and high expectations which promote the Academy's Culture of Excellence. Provide feedback to pupils in relation to progress and achievements under the guidance of the class teacher.

Other Tasks:

1. 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.
2. Contribute to the overall ethos/work/aims of the Academy.

General

- To attend and participate in meetings as required, including regular meetings with the SEND / Pastoral teams.
- To work openly within the framework of best practice identified in the Academy Safeguarding Policy.
- To report any concerns regarding pupil safety or staff working practices to the designated safeguarding officer(s).
- To keep up to date with local and national safeguarding training.
- To undertake other tasks commensurate with the role.
- To be responsible for own continuing self-development, undertaking training as appropriate
- To undertake any other responsibility or activities that may fall within the grade and scope of the post as directed by the Principal.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Teaching Assistant Apprentice (Level 3)		
Salary	Apprentice Salary Banding as outlined above		
Education and Qualifications	Essential	Desirable	
GCSE Grade C (or equivalent) or above in English and Maths	X		
Good written and oral communication skills.	X		
Teaching Assistant Qualification Level 3 or working towards			x
Experience	Essential	Desirable	
Ability to work on own initiative and under the direction of teaching staff.			x
Experience of working in a team.			x
Prior experience supporting young people in an educational setting.			x
Prior experience working in a similar position.			x
Prior experience working with SEND students.			x
Knowledge and Skills	Essential	Desirable	
Ability to follow set systems and procedures.	X		
Good interpersonal skills and ability to work with stakeholders at all levels.	X		
Ability to communicate effectively both verbally and in writing.	X		
Ability to maintain efficient record keeping systems.	X		
Ability to be creative to respond to a fast-paced environment.	X		
Commitment to maintaining Health and Safety and the safeguarding of students and promoting the welfare of children and young people.	X		
Good word processing skills (Microsoft Word)	X		
Experience in the use of electronic communications, for example, e-mail.	X		
Understanding of the educational sector			X
Teamwork	Essential	Desirable	
Recognises the contribution and achievement of colleagues.	X		
Keeps colleagues, stakeholders and/or customers informed of progress.	X		
Treats others fairly, openly and consistently.	X		
Expresses disagreement or challenges views calmly, constructively and tactfully.	X		
Supports and co-operates with colleagues.	X		

Ability to deal tactfully and professionally with colleagues.	X	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Willingness to learn.	X	
Ability to demonstrate commitment to equal opportunities.	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
A pleasant disposition and ability to stay calm under pressure.	X	
Methodical approach to work tasks with key emphasis on accuracy.	X	
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Barnsley Academy

The academy is located in a thriving town close to the beautiful Peak District



Barnsley Academy

The best in everyone™

Part of United Learning

Barnsley Academy
Farm Road
Kendray
Barnsley
South Yorkshire
S70 3DL

Website: www.barnsley-academy.org

Email: enquiries@barnsley-academy.org

Telephone: 01226 284606

Barnsley Academy is an 11-16 secondary and is Ofsted rated 'Good'. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.