



APPRENTICE TEACHING ASSISTANT CANDIDATE APPLICATION PACK





A message from the Headteacher

Thank you for your interest in our advertised post.



We are looking to appoint a highly motivated, enthusiastic Teaching Assistant Apprentice with additional responsibilities in our Out of School Club and Welfare provision. The successful candidate will have excellent practice and a strong commitment to working as part of a team who is keen to support the development of our pupil's education across the school. A professional who is keen to support the development of learning in our school in line with our three core values which are at the heart of every aspect of school life:

Ambition - We are determined to achieve and believe everyone can succeed.

Respect - We are considerate of everyone and our environment.

Collaboration - We are a community who believe we achieve more by working together.

The post is fixed term for the duration of the training period, usually around 18 months. Upon completion of the apprenticeship, a review will determine a future role within the school. The role is to begin on 1st September 2024 or as soon as possible depending on notice periods of current roles and is for 30 hours per week.

Blacko Primary School is a good school with an excellent local reputation. We are set in a rural position in East Lancashire. From all directions, we have views of rolling countryside, with Pendle Hill in the distance. The village of Blacko is well known throughout Lancashire because of Blacko Tower. It was built at around the same time as the school and is a focal point for miles around.

Our ethos is to develop young people with creative minds, a sense of understanding and compassion for others. We are proud of our dedicated and committed staff who strive to create confident and well-educated children with our core values at their centre. Nurtured in an environment where they will have the opportunity to create lasting memories, giving them the confidence to reach their full potential, ***from tiny seeds, mighty trees will grow.***

We are proud of our dedicated and committed staff who strive to: provide excellent teaching and learning for all children; pastoral care second to none; a calm happy atmosphere; standards that are above average at the end of both key stages.

Teaching Assistants have a very important role in supporting and nurturing the high expectations for our children throughout the school.

We look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'K. Richards'.

Mrs K Richards
Headteacher

A message from the Chief Executive



Thank you for your interest in this position at the Pennine Trust. As an employer, we value diversity and are striving to create a fully inclusive workplace. This is an essential aspect of the culture we are building and the environment we want to create for all members of our community. We welcome applications from anyone who meets the essential criteria for the post, outlined in the person specification. In particular, we currently invite applications from people in groups currently underrepresented in the trust, including, but not limited to, people with disabilities and from non-white British backgrounds.

A key component of the recruitment process will be to provide confidence that you are a good 'fit' with our values. We are also looking for people who will add value to our organisation and support learning and growth across our community.

If, after reading all of the information relevant to this post, you have further questions, please direct these to Emma Sayle, Operations Manager at the school on their e-mail address esayle@blacko.penninetrust.org. Subsequently, if you believe you are a good fit for us, we very much look forward to receiving your application and, hopefully meeting you during the recruitment process.

John Tarbox
Chief Executive Officer

Staff Benefits



Bike 2 Work
Scheme



CPD
Opportunities



Employee
Assistance
Programme



Local Discounts



Occupational
Health Support

The Pennine Trust



The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018.

Our mission statement *'creating opportunity, inspiring excellence, shaping tomorrow'* encapsulates our approach and what we prioritise daily. We want to provide every child in our care with the best possible start in life and motivate them to fulfil their individual potential and make a full contribution to their communities and to society.

Our core values of **ambition**, **respect** and **collaboration** are fundamental to our approach and shape all our policies, systems and decisions. We believe building a strong culture is the most important ingredient for success. Everyone working in the trust should be committed to these values and aligned with them. This is essential for us to be a genuinely values-driven organisation.

There are three associated behaviours that follow from each value, which should be exemplified in our conduct and feature in our dialogue with young people with increasing automaticity and, most importantly, authenticity. This helps to build the best possible environment in which all members of our Trust communities can flourish.

Ambition	We are determined to achieve and believe everyone can succeed	Try our best and take pride in what we do
		Be curious and eager to learn
		Persevere and try to bounce back from setbacks
Respect	We are considerate of everyone and our environment	Be polite and use good manners
		Show consideration for the beliefs, rights and feelings of others
		Take responsibility for our own choices
Collaboration	We are a community who believe we achieve more by working together	Actively play our part
		Listen to other people's views
		Support each other to solve problems

This emphasises that our energies go into development of high-quality provision, both curricular and co-curricular, with the needs of the child central to that provision. Our goal is to equip every young person with the knowledge they will need to thrive in the future and to support development of their attributes and talents to their full potential.

Leaders across the Trust adopt an evidence-informed approach to developing all aspects of school provision and are committed to high quality professional development of staff, so that we have an exceptional curriculum and pedagogy in all our schools. High quality pastoral care and support aligned with diagnostic assessment of needs and targeted interventions, help to ensure appropriate provision for every individual.



Safeguarding Statement

At the Pennine Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.





Advert: Apprentice Teaching Assistant

Salary Range:	Apprenticeship pay scale
Contract Type:	30 hours per week
Contract Term:	Fixed term
Start Date:	1st September 2024 – or asap
Closing Date:	As soon as sufficient applications are received

The Headteacher and Governors of Blacko Primary School, are seeking to appoint an outstanding Teaching Assistant Support Apprentice for 30 hours per week.

The hours of work will require flexibility by the individual but it is proposed Monday to Friday, 11:00am-5:00pm – this will be confirmed during interview depending on the needs of the school

We are seeking to appoint pro-active and dynamic people who are committed to playing an active role in the life and continued development of our school and to motivate and inspire our eager and enthusiastic pupils. The successful candidates will have the opportunity to work alongside a committed and highly skilled team. The age groups the successful candidates will be working with will depend on their skills and experience.

Applicants need to be able to work using their own initiative, have a flexible approach as well as being an effective team member. The successful applicant will have a positive attitude and a good sense of humour. We have a great staff team who work positively with each other and engage well with parents. They will need to be adaptable and self-motivated with an outgoing, cooperative and pleasant manner. The role holder must be physically fit, able to undertake the relevant duties with competence.

Experience is ideal although it is more important that we employ someone who is keen to listen, learn and commit to the needs of our pupils.

The Pennine Trust

The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018. We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Pennine Trust offers:

- A strong culture driven by values
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- High quality professional development opportunities
- A commitment to providing every child with the best possible start in life
- Exceptional curriculum and pedagogy in all our schools
- High quality pastoral care and support

The right candidate will be totally aligned with our values, embrace our behaviours and play a full part in fulfilling our mission: Creating Opportunity, Inspiring Excellence, Shaping Tomorrow.



Why choose Blacko Primary School?

Example

- An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal.
- Providing all pupils with a creative and stimulating learning experience.
- Providing a challenging curriculum and supporting children to exceed their expectations.
- Developing the whole child in a caring and happy environment.

Blacko Primary School will provide:

- A strong school that provides all pupils with a creative and stimulating education.
- Polite, hardworking and enthusiastic children who are eager to learn
- An ambitious, happy and vibrant place to work with a family of supportive colleagues who are committed to promoting warm and friendly atmosphere.
- A supportive working culture that focuses on challenging and stretching pupils' learning and high expectations for all children.
- Supportive governors and a senior leadership team that believes in distributive leadership.
- An active school community with supportive parents.
- Excellent professional development opportunities.

We are seeking to appoint an apprentice TA who:

- Is passionate, nurturing and inspirational with the potential to become part of an outstanding school team.
- An excellent support assistant who is well organised and committed to providing all pupils with a creative and stimulating learning experience.
- A team member who can develop excellent relationships with all members of our whole school community
- Has a high standard of professionalism, a commitment to the development of the ethos of our school and a determination to continuous improvement.
- Providing a challenging support within the curriculum and supporting children to exceed their expectations with the ability to inspire, motivate and support our pupils.
- Is committed to the highest standards of supporting learning and teaching with developing knowledge of the National Curriculum.
- Has a genuine love of working with children and is committed to the development of the whole child in an inspiring and inclusive environment



Job Description



POST:	Apprentice TA
GRADE:	Apprenticeship Salary
RESPONSIBLE TO:	Mrs K Richards (Headteacher)
JOB PURPOSE:	<p>Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils' parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.</p> <p>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</p>
Support for Pupils	<ul style="list-style-type: none"> • Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. • To undertake activities in order to monitor the personal social and emotional needs of pupils. • To develop positive relationships with pupils to promote pupil progress and attainment. • To assist in the devising of pupil's individual targets and their monitoring and review. • Support pupils 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 pupils' learning. • To assist in the specific medical/care needs of pupils when specific training has been undertaken. • To monitor and support pupils behaviour whilst on playground duty. • Within Out of School Club, undertake duties such as preparing snacks, cleaning the Tower Club room and toys, tidying up, etc. • Within Out of School Club, assist with the maintenance of the Tower Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages. • Within Out of School Club, communicate effectively with parents and report any information from parents as required. • Within Welfare, monitor and supervise children whilst eating their lunch, ensuring the room is kept in a clean and tidy condition and reporting damages.

Support for the Teacher	<ul style="list-style-type: none"> • To monitor and record pupil progress and developmental needs. • To 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 pupil behaviour following school policy. • To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. • 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 pupil 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 pupils' work.
Support for the Curriculum	<ul style="list-style-type: none"> • To assist the delivery of educational and developmental work programmes. • To support the use of ICT in learning activities.
Support for the School	<ul style="list-style-type: none"> • To assist in providing an atmosphere in which effective learning can take place. • To support the promotion of positive relationships with parents, carers and outside agencies. • To work within school policies and procedures. • To attend staff training as appropriate. • To take care for their own and other people's health and safety. • To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
Responsibility to Self	<ul style="list-style-type: none"> • Continue own professional development by attending relevant in-service training, reading and by assessing and reviewing own methods of teaching • Participate in Performance Management procedures • Prioritise and manage own time effectively, particularly in relation to balancing the demands of the role and involvement in school • To uphold the school's behaviour code
Responsibility to School Development	<ul style="list-style-type: none"> • Participate in discussions leading to the development of whole school policies • Be mindful of the school's aims and development priorities • Share the corporate responsibility for the well-being of all pupils • Strive to maintain good order on a whole-school level in line with the school's Discipline policy • Lead by example by setting high standards in relationships with others • To set a good example in terms of dress, punctuality and attendance

Other Wider Professional Responsibilities	<ul style="list-style-type: none"> • Attend relevant team meetings • To support the aims and ethos of the school • To liaise as appropriate with other professionals and outside agencies as needed for the role • Establish and maintain effective working relationships with professional colleagues and parents
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults and raising concerns as appropriate. • Take responsibility for visitors to school, ensuring safeguarding protocol is followed. • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation. • Responsible for maintaining accurate safeguarding records and report to the Designated Safeguarding Lead.
Systems and Information	<ul style="list-style-type: none"> • Responsible for maintaining first aid records where appropriate. • Responsible for maintaining behaviour records where appropriate.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality. • Share information confidentially about pupils with teachers and other professional as required. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils. • Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.
Customer Service	<ul style="list-style-type: none"> • The Pennine Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • The Pennine Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.
General	<ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessment; • To fully participate in the School's appraisal scheme where appropriate; • The duties may be varied by the Headteacher to meet changed circumstances in a manner compatible with the post held. <p>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</p>



Person Specification

Role: Class Teacher			
	Essential	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> GCSE Grade C or equivalent in English & Maths 		A/C/I
Experience		<ul style="list-style-type: none"> Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour and / or SEND 	A/R/I
Knowledge & Skills	<ul style="list-style-type: none"> Ability to work as part of a team Good communication skills Flexible attitude to work Strong Numeracy & Literacy skills Appropriate level of understanding and competence equivalent to job role Ability to relate well to children Ability and understanding of how to supervise and assist pupils Time management skills Ability to manage own workload and prioritise effectively Organisational skills Knowledge and understanding of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Ability to make effective use of ICT Good interpersonal skills Commitment to undertaking relevant training and development 		A/R/I

<p>Attributes</p>	<ul style="list-style-type: none"> • Dedicated to promoting the ethos and values of the Trust and School • Be a positive role model at all times • Ability and willingness to work effectively as part of a team, learning with and from colleagues • To be calm and enthusiastic • Commitment to safeguarding and protecting the welfare of children and young people <p>In addition, it is expected that employees will have a:</p> <ol style="list-style-type: none"> 1. Commitment to equality and diversity 2. Commitment to health and safety 3. Commitment to good attendance at work <p>It is essential that to have positive references, including current employer.</p> <p>Note: We will contact your current employer at interview stage unless you give reason not to. We will always consider your references before confirming a job offer in writing.</p>		<p>A/R/I</p>
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Key

A – Application, R – Reference, I – Interview, C – Certificate





How to apply

If you share our core values and associated behaviours and meet the criteria for the role, please apply by following the process below.

Complete and return the application form, together with an optional letter of application. The letter should be no more than 2 sides of A4 in font size 12.

In your application please include:

How your skills and experiences have prepared you for this post.

- Concise information about the skills and experience you have to date
- What you personally would bring to the Blacko Primary School.
- How you would contribute to the wider life of the school.

Closing Date: Once sufficient applications are received

Proposed Interview Date: TBC upon shortlisting

Proposed Induction Date: TBC upon recruitment

Start Date: 1st September 2024 or ASAP

Please note we accept electronic applications at [**bursar@blacko.penninetrust.org**](mailto:bursar@blacko.penninetrust.org)

A confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

CVs will be reviewed but a candidate will not be shortlisted without a full completed application form. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Pennine Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.



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