KERESLEY GRANGE
PRIMARY SCHOOL
BELONG | BELIEVE | ACHIEVE

Teaching Assistant Apprenticeship

Recruitment Pack



The Futures Trust
BUILDING BRIGHTER FUTURES



BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff

Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

John Astley

Headteacher



At Keresley Grange Primary School, we believe that great schools are built on great relationships. We are a warm, ambitious and inclusive school where children truly come first, and where every member of staff is valued, supported and encouraged to thrive.

This is an exciting opportunity to become part of a dedicated and caring team that works collaboratively, celebrates success and supports one another through challenge. Staff at Keresley Grange are passionate about their own professional development and about providing the very best education and opportunities for our children.

Our growing school is entering an exciting phase of its journey, with opportunities to contribute to school improvement, develop professionally and make a lasting impact on our children and community.

The best way to understand what makes Keresley Grange special is to experience it for yourself. We warmly welcome and encourage visits from prospective applicants. Please contact the school office to arrange a visit and discover why our staff are proud to call Keresley Grange home.

We look forward to meeting you.



Job Details

JOB TITLE	TEACHING ASSISTANT APPRENTICESHIP
OPPORTUNITY	We are seeking to appoint an enthusiastic, nurturing and positive Teaching Assistant Apprentice to support and enhance the teaching and learning of our pupils. This role will provide an excellent opportunity to gain practical experience while working towards a recognised qualification. You will have a flexible approach to work and be key in helping pupils achieve their full potential during their time at school. You will gain the support, knowledge and experiences needed to successfully complete an 18 month Teaching Assistant Apprenticeship. Keresley Grange Primary School has transformed in recent years and is at a point of rapid growth and development. Our children are at the heart of all that we do and their uniqueness is celebrated, they attend and behave well and enjoy developing their creative skills. It is an exciting time to join our team. We warmly encourage prospective candidates to visit the school.
REPORTING TO	Headteacher
LOCATION	Based at Keresley Grange Primary School with a requirement to travel to work at or for schools in the Trust.
SALARY	National Apprenticeship Wage - 35 hours per week, 39 weeks per annum Mon, Wed, Thu & Fri: 8:30 am - 3:45 pm / Tue: 8:30 am - 5:00 pm Fixed Term Contract for 18 Months
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:
To provide enthusiastic, nurturing and positive support to enhance the teaching and learning of our pupils. A flexible approach to work and be key in helping pupils achieve their full potential during their time at Keresley Grange Primary School.

Duties and responsibilities:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate their physical and emotional development.
- Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate
- Assist the teacher in the development, delivery and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals or groups of children.
- Prepare and deliver programmes to support Special Needs e.g. Read Write Inc, one-to-one tuition, interventions etc, following the guidelines and training given under the guidance of the teacher.
- Assist the teacher with the planning of learning activities in the classroom or designated areas preparing or modifying work for individuals or groups of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals
- Provide support for local and national learning strategies e.g. English, Mathematics, and Early Years.
- Assist with the implementation of programmes designed by other professionals such as Educational Psychologists, Speech and Language therapists.
- Assist the teacher with the administration of baseline/tests and other assessments.
- Support the use of computing in learning activities and develop pupils' competence and independence in its use.
- To prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties.

Job Description

Apprenticeship Training & Development:
As part of this role, you will undertake a nationally recognised apprenticeship programme relevant to your job role (e.g. Teaching Assistant Level 3). The programme will include:

- Structured teaching and learning sessions delivered by an approved training provider
- Regular progress reviews and assessments
- Development of knowledge, skills and behaviours aligned to the apprenticeship standard

Off-the-Job Training (OTJ):
You will be required to complete a minimum of 20% off-the-job training as part of your contracted working hours. This may include:

- Classroom-based learning
- Online modules and webinars
- Practical training exercises
- Shadowing and mentoring
- Project work and assignments

This time is fully supported by the Trust and is designed to enable you to successfully complete your apprenticeship.

Professional Development
- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the Teaching Assistant Apprenticeship.
- Be a role model to students, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
ELIGIBILITY	• Must be aged 16 or over • Must have the right to work in England **Important for Applicants:** Apprenticeships are designed for individuals who are developing new skills. Candidates who already hold significant qualifications and/or experience in the relevant field may **not be eligible** for apprenticeship funding		Application Form
EDUCATION AND QUALIFICATIONS	• Must not already hold a qualification at the same or higher level in the same or similar subject area *(Applicants with higher-level qualifications may still be considered where the apprenticeship will provide significant new knowledge and skills, in line with funding rules).* • Must not be currently enrolled on another funded apprenticeship or full-time education programme	• GCSEs (or equivalent) in English and Maths (Grade 4/C or above) • Functional Skills Level 2 in English and/or Maths • Relevant qualifications related to the role (e.g. sports, science, admin, childcare)	Application Form Certificates

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES	•Must be able to commit to completing the full apprenticeship programme, including training and assessment •Good communication skills (verbal and written) •Ability to work as part of a team •Positive attitude and willingness to learn •Ability to follow instructions and take direction •Organisational skills and ability to manage time effectively •Professional and responsible approach to work •Ability to build effective working relationships with staff and/or students	•Confidence in communicating with a range of people (e.g. students, staff, visitors) •Ability to use IT systems (e.g. Microsoft Office, email) •Problem-solving skills •Ability to work independently when required	Application Form Interview Test
EXPERIENCE	Experience is not always required, but candidates must demonstrate: •An interest in the chosen career pathway •A willingness to learn and develop new skills	•Previous experience in a relevant setting •Work experience, volunteering, or placements •Experience working with children or young people	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	•Understanding of the importance of safeguarding and confidentiality (training will be provided) •Understanding of health and safety requirements relevant to the role (training will be provided) •Awareness of professional behaviour in a workplace setting •Basic understanding of the role area	•Knowledge of how schools or educational environments operate •Basic understanding of supporting teaching and learning	Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
OTHER REQUIREMENTS	•Willingness and ability to complete the full apprenticeship programme, including off-the-job training and assessments •A professional role model who is committed to their own professional development •Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. •Values diversity and the unique contribution that every individual makes to the learning community •Able to work calmly under pressure •Demonstrates professionalism, loyalty and integrity •Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview



How to apply

Closing date:
13th November 2026

Interviews:
19th November 2026

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-policies

- Keresley Grange Primary Academy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List Check.