



## Apprentice Teaching Assistant

Contract Type	37 hours per week, 39 weeks	Start Date	September 2024
Contract Term	18 months	Closing Date	30 June 2024
Salary	£7.55 per hour	Location	Glen Road, S7 1RB

### The School

Nether Edge School is an over-subscribed, two-form entry, multi-cultural primary and nursery school firmly rooted in its community. We have approximately 450 pupils and a dedicated, diverse staff.

We are proud to be a member of Mercia Learning Trust, enjoying the benefits of a successful and expanding multi-academy trust.

Nether Edge Primary is an exceptional school with high expectations of all children and staff. It is a warm, welcoming environment where both pupils and adults feel happy and secure. If you're seeking a school community where pupils are polite, respectful, and leaders are committed to the continuous improvement of the team, we look forward to your application.

### The Role

Working across the mainstream school and our new integrated resource, this role is to work as part of a team of Teaching Assistants and alongside class teachers to assist with the teaching and support of children with a wide range of special educational needs. The children with whom you would be working will have specific needs which may include autism, ADHD, learning and speech difficulties, social, emotional and behavioural needs. You will be required to understand and support children facing these barriers. A desire to provide the best for and develop great relationships with children whose behaviours can be challenging will be essential.

### Working week

Monday to Friday 8am to 4pm with a 30 minute unpaid break each day. Term time only.  
Total hours per week: 37

### The training you will be getting

You will be working towards your Level 3 Teaching Assistant Qualification. (All learning is delivered online/remote).

### The Candidate

You will have/be

- GCSE Grade C in English and Maths.
- Flexible
- Honest and reliable



- Calm under pressure
- Patient
- Empathetic with young people
- Team player
- High personal and professional standards

**Training provider**

LMP Education

For more information on this role and how to apply, please visit:

<https://lmpgroup.bamboohr.com/careers/2128>



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Apprentice Teaching Assistant</b>
<b>Hours/Weeks:</b>	<b>37 hours / 39 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>

**The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**

### **Purpose of the Post**

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area

### **Key Responsibilities**

#### **SUPPORT FOR THE PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance



with lesson plans and assist with the display of pupils' work

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Undertake marking of groups of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national curriculums.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **SUPPORT FOR THE SCHOOL**

- 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/use of CPOMS.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in 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 lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Any other related duties as may arise.

### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the



appropriate grade.

- The post will be required to travel and work within any school in the Mercia Learning Trust.

#### **GENERAL DUTIES**

- To ensure accurate employee records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- To contribute to the Mercia Learning Trust overall development to ensure that the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

#### **PROMOTION OF TRUST VALUES**

- To contribute to whole school events as and when required.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

### **PERSON SPECIFICATION**

<b>Post Title:</b>	<b>Apprentice Teaching Assistant</b>
<b>Salary:</b>	<b>£7.55 per hour</b>
<b>Hours/week</b>	<b>37 hours/39 weeks</b>
<b>Responsible to:</b>	<b>Headteacher</b>



<b>Responsible for:</b>	<b>N/A</b>
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SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C in English and Maths.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Flexible</li> <li>Honest and reliable</li> <li>Calm under pressure</li> <li>Patient</li> <li>Empathetic with young people</li> <li>Team player</li> <li>High personal and professional standards</li> </ul>	

## HOW TO APPLY

All candidates must follow the below link to be directed to the apprenticeship training provider <https://impgroup.bamboohr.com/careers/2128>

Further information:

- Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 3494230 or [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)
- For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

The closing date for applications is **30 June 2024**



### **The small print**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.