



WILLIAM FARR
C of E Comprehensive School

JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: Apprentice Teaching Assistant

Reports to: Head of Faculty - SEND

Grade: Apprenticeship Wage

JOB DESCRIPTION

This apprenticeship is delivered in partnership with **Priory Apprenticeships**, a specialist training provider working with employers across the education and construction sectors. Priory Apprenticeships is part of a large Multi-Academy Trust, delivering a range of programmes designed in collaboration with industry to meet the needs of the modern workforce. We are experts in education and offer industry-leading training routes for Teachers and Support Staff alike.

Priory Apprenticeships supports both the employer and apprentice throughout the programme, ensuring training is practical, relevant, and aligned to the needs of the role. Apprentices benefit from a blend of on-the-job learning and structured training, alongside regular support from a dedicated tutor.

Programme details:

- **Apprenticeship standard:** Teaching Assistant Level 3
- **Typical duration:** 18 months
- **Training format:** Work-based learning combined with scheduled training and assessment

As an apprentice, you will:

- Work towards a nationally recognised qualification
- Learn on the job alongside experienced teachers and staff
- Receive structured training and support from a training provider
- Develop key skills in communication, behaviour support, and education practice
- Gain valuable experience working in a real classroom environment

Overall Responsibilities:

To work with individual pupils/groups of pupils being identified as having additional needs, as directed by the teacher, Head of Faculty, Assistant Head of Faculty.

Duties and responsibilities:

School Related

- Support pupils in the classroom, either in groups or one-to-one
- Help teachers prepare learning materials and classroom activities
- Assist in creating a positive and inclusive learning environment
- Encourage pupils to stay engaged and focused on their work
- Support students with additional needs, where required
- Help manage classroom behaviour in a calm and supportive way
- Assist with supervised activities, including reading, numeracy, and creative tasks
- Support with playground duties and school trips where appropriate
- Observe and report on pupil progress to the teacher

General

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience

	Essential	Desirable	Assessment
GCSE Maths and English – Minimum Grade C / 4	✓		Application
A genuine interest in working with children and young people	✓		Application/Interview
Good communication and teamwork skills	✓		Application/Interview
Willingness to learn and take on feedback	✓		Application/Interview
Patience, empathy, and a positive attitude	✓		Application/Interview

Personal Qualities

Able to build positive relationships with staff, parents and students	✓		Interview
Be organised and able to prioritise	✓		Interview
Be flexible	✓		Interview
Be professional and efficient	✓		Interview
Be personable and relatable	✓		Interview
Good timekeeping	✓		Interview