



TEACHING ASSISTANT APPRENTICESHIPS RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Keresley Grange is a thriving school that is committed to Building Brighter Futures for all of their students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

John Astley, Interim Head of School

JOB TITLE:	TEACHING ASSISTANT APPRENTICESHIP x 2
OPPORTUNITY:	<p>It is an exciting time to join Keresley Grange Primary Academy. We are seeking to appoint two enthusiastic, nurturing and positive Teaching Assistant Apprentices to support and enhance the teaching and learning of our pupils.</p> <p>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.</p> <p>We would warmly encourage prospective candidates to visit the school.</p>
REPORTING TO:	Class teachers and Senior Leaders
LOCATION:	Based at Keresley Grange Primary Academy with a requirement to travel to work at or for schools in the Trust
SALARY:	<p>National Apprenticeship Wage 37 hours per week, 39 weeks per annum Mon – Thu: 8.15 am – 4.15 pm and Fri: 8.15 am – 3.45 pm</p>
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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 The Keresley Academies.

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.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill 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



	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSEs grade A-C / 9 - 4 in English and Maths or equivalent level of numeracy and literacy 		Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Confident in building and maintaining relationships with young children Team player who works well with colleagues Able to follow instructions and complete tasks set. Able to use own initiative. Able to communicate effectively in spoken and written form. Demonstrated competence in numeracy and literacy. Able to follow the school's safeguarding procedures and recognise when to report any concerns 		Application Form Interview
Other requirements	<ul style="list-style-type: none"> A flexible attitude with a willingness to learn. 		Application Form Interview

HOW TO APPLY



CLOSING DATE:	Thursday 11 July 2024
INTERVIEWS:	w/c Monday 15 July 2024

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

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- The Futures Trust Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

Visits to the school would be warmly encouraged prior to application.

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 Social Media check.

