



Job Description Apprentice Teaching Assistant Level 3

| | |
|----------------------|---|
| Vacancy Title | Apprentice Teaching Assistant Level 3 |
| School Name | Westgate Primary School |
| Hours | 30 hours per week |
| Contract Length/Type | 24 Months |
| Rate of Pay | £6.40 per hour see https://www.gov.uk/become-apprentice/pay-and-conditions |
| Closing date | 8/7/24 |
| School Tours | We welcome you to come and have a look around our school and tours will be taking place on Tuesday 25th June at 4pm Please book your place on 01524 832747. |

About the Role

An Apprentice Teaching Assistant is required to join our hard working and enthusiastic team. They will be flexible, reliable and highly motivated and they will set high standards for themselves and for the pupils in their care. The successful apprentice will be supporting teaching staff in providing a safe, happy and well-disciplined learning environment and they will share our educational philosophy of United in Lifelong Learning. Westgate Primary School has much to offer to the right candidate, including: a happy and welcoming school where everyone is valued and supported; well-behaved, positive, happy children; supportive parents and governors; and a committed and friendly team of hard-working, creative staff.

Key Accountabilities

Under the guidance of teachers, the successful candidate will be involved in working with individuals or small groups of children to support the education, personal and social development of pupils and establishing positive relationships to assist pupils complete structured learning activities. Duties may include:

- Support to implement learning activities working with individual or small groups of pupils,
- Support to assist the development of varying skills that support pupils' learning,
- Support in producing learning resources,
- Support to assist in pupil supervision,
- Support in monitoring and recording of pupil progress and developmental needs,
- Reporting pupil progress to the teacher,
- Work within the schools policy and procedures,
- Working to the apprenticeship framework and completing work in a timely manner.

- To undertake any of the duties normally associated with a Teaching Assistant to support with their training and development.

Skills and Experience

Experience of working with or caring for children of a relevant age in a voluntary or work experience capacity is desirable.

The successful candidate would also have the following skills:

- Good team player,
- Good communicator with parents, teachers and pupils,
- Good time management skills,
- Good organisational skills,
- Knowledge and understanding of confidentiality,
- Ability to use ICT.
-

Applicants wishing to apply for this position should ideally have GCSE Maths and English at grade C/Grade 4 or equivalent although this is not an essential requirement for the role.

Other

The successful apprentice will be expected to apply themselves to the apprenticeship with commitment and diligence.

The apprentice will also be required to commit and work to the school's values and ethos.

Apprenticeship

As part of this role the successful candidate will be expected to work towards completing the apprenticeship standard, Teaching Assistant L3.

The successful candidate will also be required to complete functional skills initial assessments in Maths and English. Maths and English functional skills must be completed as part of the apprenticeship, if prior achievement at GCSE C/4 has not previously been achieved.

Person Specification Form
Apprentice Teaching Assistant Level 3

| Personal Attributes required (on the basis of the job description) | Essential (E) or Desirable (D) | To be identified by: (Application form (AF), Interview (I), Reference (R), Initial Assessment (IA)) |
|--|---|--|
| Qualifications Have achieved a minimum of Maths and English GCSE A-C/4 or equivalent, if not already achieved the ability to work towards achieving functional skills level 2 | D | AF/IA |
| Experience 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 | D D D D | AF/I AF/I AF/I AF/I |
| Knowledge/Skills/Abilities Ability to relate well to children Ability to work as part of a team Good communication skills Ability to assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Administrative skills Ability to make effective use of ICT Flexible attitude to work | E E E E D D D E D D E | AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I |
| Other | E | AF/I |

| | | |
|--|--------|--------------|
| Commitment to apply themselves to the apprenticeship with commitment and diligence | | |
| Commitment to undertake in service development | E E | AF/I AF/I |
| Commitment to sustaining good attendance at work | E | AF/I |
| Commitment to safeguarding and protecting the welfare of children and young people | | |