

LEVEL 3 APPRENTICESHIP VACANCY – LEARNING SUPPORT ASSISTANT

Fixed term contract for 24 months, working term time only.



Organisation Name: Hackbridge Primary School
Hackbridge Corner Site: Hackbridge Road, Wallington, Surrey, SM6 7AX
London Road Site: London Road, Mitcham Junction, CR4 4HS
Contact Name: Natalie Robins or Jess Parsons
Contact Email address: office@hackbridgeprimary.sutton.sch.uk
Contact telephone number: 020 8647 7974

Employer Description: Located close to Hackbridge Station, our school has been at the heart of our community for over 100 years. We are a four-form entry primary school, with maintained nurseries and work across two sites. We are also in a federation with Spencer Nursery School, a local maintained nursery.

Skills required:

- You will require good communication skills and be able to work well within a team.
- You will need to demonstrate flexibility and the skills to adapt to the different areas and tasks in the school.
- You must be able to use your own initiative.
- A good standard of written work is required.

Personal qualities:

- You must want to pursue a career in education and be able to demonstrate enthusiasm, a willingness to learn and good interaction skills with the children.
- You must be trustworthy, punctual, reliable, committed, motivated and polite with a smart appearance.

Qualifications Required:

- At least five GCSEs Grades 9-4/A* to C, or equivalent, including English and mathematics. You will be required to undertake an initial assessment prior to enrolment on the training to assess your current level of English and maths and the training provider will discuss with you what minimum level you will need to achieve.
- You may previously have studied for a GCSE or Level 2 qualification in childcare.

Training to be provided:

- We will offer you a Level 3 Supporting Teaching and Learning in Schools apprenticeship and during your training, we will assist and encourage you as you strive to reach a high standard of professionalism and become a confident and knowledgeable practitioner.
- The school will meet the cost of the apprenticeship training.
- We will provide you with a mentor in the school.
- We will carry out a school induction on joining us.

Salary: Apprenticeship rate plus an allowance for holiday entitlement. (If you are aged 19 or over, this will increase to National Minimum Wage or National Living Wage rate in your second year.)

PLEASE SEE THE ATTACHED JOB DESCRIPTION AND PERSON SPECIFICATION FOR FURTHER DETAILS. APPLICATIONS SHOULD BE MADE ONLINE VIA ETEACH.

JOB DESCRIPTION

Job title: Level 3 Learning Support Assistant Apprentice

Working Week: As per the job advertisement.

Hours of work: As per the job advertisement.

Purpose of the Job

To work under the direct instruction of teaching/senior staff, to ensure access to learning for pupils.

Specific Duties

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including learning, social, health, physical, hygiene, and first aid and welfare matters.
2. Attend to toileting needs and the clearing up of bodily fluids.
3. Supervise and support pupils ensuring their safety and access to learning.
4. Establish good relationships with pupils, acting as a role model, being aware of, and responding appropriately to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher.
7. Encourage pupils to act independently as appropriate.

Support for Teacher

8. Prepare classroom as directed for lessons, clear afterwards, and assist with the display of pupils' work.
9. Be aware of pupil problems/progress/achievement and report to the teacher as agreed.
10. Undertake pupil record keeping as requested.
11. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
12. Gather/report information from/to parents/carers as directed.
13. Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

14. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses (in line with individual learning/behaviour/personal care programmes and school Provision Mapping).
15. Support pupil to understand instructions.
16. Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, phonics, guided reading, early years, as directed by the teacher.
17. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support at Lunchtime

18. Under the direction of the Senior Midday Supervisor, to provide supervision on the premises during the midday break (including the lunch hall, playground and classrooms – wet play) and to be involved in encouraging children in purposeful play and social skills activities.

Support for the School

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

20. Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
21. Contribute to the overall ethos/work/aims of the school.
22. Appreciate and support the role of other professionals.
23. Attend relevant meetings as required.
24. Participate in training and other learning activities and performance development as required.
25. Assist with the supervision of pupils out of lessons, including before and after school and at lunchtimes when required.
26. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Expectations and Supervision/Appraisal Arrangements

The Apprentice must keep up to date with the course modules for the Supporting Teaching and Learning in Schools qualification which they are completing as part of the 24 month placement and complete these to a high level. The external training provider appointed by the school will regularly review the coursework.

The Apprentice will participate in the planned probationary process, regular supervision and the annual appraisal processes and will follow set procedures in relation to review, target setting and achievement led by a member of the leadership team assigned for the review process.

The Apprentice must complete all targets set as part of supervision and/or the annual appraisal review process and these will be taken into account if there should be any question as to the continued suitability of the placement at any point within the two-year placement.

At the end of the fixed term contract

This is an apprenticeship training position on a fixed term contract for 24 months only. There is no opportunity for the apprenticeship contract to be extended beyond the fixed term period.

If any other vacancies exist within the school at the end of the apprenticeship contract, then apprentices are welcome to apply for these and would be considered against usual shortlisting and interview criteria alongside any other candidates at that time. Apprentices are also encouraged to look at job opportunities elsewhere for beyond the end of their fixed term contract and the school will share details of any job vacancies locally of which they are aware and can support apprentices with how to complete an application form etc.

PERSON SPECIFICATION

Job title: Level 3 Learning Support Assistant Apprentice

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out based on how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If selected for interview, you may be asked to undertake practical tests to cover the skills and abilities shown below. You will also be asked to provide evidence of your qualifications. Original documents only will be accepted.

Priority	Please note that this indicates:
1	An essential requirement of this post
2	A desired requirement of this post

EDUCATION AND/OR EXPERIENCE		
1.	At least 5 GCSEs Grades 9-4/A* to C, or equivalent, including English and mathematics.	1
KNOWLEDGE, SKILLS AND ABILITY		
2.	Demonstrate the ability to relate well to children and adults.	1
3.	Demonstrate the ability to work constructively as part of a team, understand roles and responsibilities and your own position within these.	1
4.	Be a good role model to the children.	1
5.	Contribute ideas to further develop the play opportunities for the children during the lunch break.	2
6.	Be patient and calm by nature.	1
7.	Be firm but fair in matters of discipline.	1
8.	Hold a recognised paediatric first aid qualification or demonstrate a willingness to undertake appropriate training.	2
9.	Ability to communicate with all members of the school community in an appropriate manner: including pupils, staff, governors, parents & carers, visitors etc.	1
10.	Demonstrate the ability to undertake basic clerical duties, e.g. photocopying, filing and simple record keeping.	1
11.	Self-reflect on areas for development and participate in development and training opportunities as required.	1
12.	Demonstrate the ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.	1
13.	Ability and drive to deliver a first class administrative support service to the school community.	1
14.	Demonstrate the ability to use basic technology, such as a computer, photocopier and digital camera.	1
15.	Sound working knowledge of ICT systems, to include; Word and Excel.	1
16.	Excellent communication skills both verbal and written.	1
17.	To be trustworthy; understanding and respecting the need for discretion and total confidentiality.	1
18.	A flexible approach to working practices in a busy environment.	1