



## **Moorside CP Academy**



### **Apprentice Vacancy – Teaching Assistant Level 3.**

We are looking to appoint an enthusiastic and self-motivated apprentice to join our hardworking school team. The successful candidate will be committed to the development of children's learning and wellbeing as we continue to build on the strengths of the school, improving the outcomes for ALL of our children. The newest member of our team will need to fully embrace our inclusive, nurturing, community ethos and help to ensure all children are challenged in a peaceful, respectful and happy climate. We aim to 'Light the Flame of Learning' and ensure that it continues to burn brightly in our children throughout their learning journey.

You will gain experience of both KS1 and KS2 in the role of supporting our children in their quest to become the best that they can be.

The successful candidate will have a positive approach to working with people, including children and must be able to adapt quickly to different work situations. This is a development role and will be combined with an apprenticeship training scheme.

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, colleagues and pupils
- Good time management skills
- Good organisational skills
- Knowledge and understanding of confidentiality
- Ability to use ICT
- To be sensitive to children's needs
- To be a positive role model
- Use initiative

Under the guidance of teachers, the successful candidate will be involved in working with individuals or small groups of children to support their education, personal and social development 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 the monitoring and recording of pupil progress and developmental needs,
- Reporting pupil progress to the teacher,
- Work within the school's policy and procedures,
- Working to the relevant apprenticeship standard/framework and completing work in a timely manner.

In addition to the accountabilities above, the apprentice may be required to undertake any of the duties normally associated with a Teaching Assistant to support with their training and development.

### **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 framework.

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.

The post is term time, 37 hours per week, working alongside apprenticeship training.

**Start Date:** As soon as possible.

**Salary: From £6,983 (actual per annum) in line with Apprentice Scale – dependant on age (Fixed Term for 1 year)**

Application forms should be returned to:

Moorside CP Academy  
Back Lane  
Skelmersdale  
WN8 9EA

Or via e-mail to:

[csmalley@moorside-academy.co.uk](mailto:csmalley@moorside-academy.co.uk)

**Please note CVs will not be considered.**

**Closing Date:** Friday 8<sup>th</sup> October 2021 12pm.

**Shortlisting:** Tuesday 12<sup>th</sup> October 2021

**Interviews:** Tuesday 19<sup>th</sup> October 2021

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

## **Person Specification Form**

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: (Application form (AF), Interview (I), Reference (R), Initial Assessment (IA))</b>
<b>Qualifications</b>  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	E	AF/IA
<b>Experience</b>  Experience of working with or caring for children in a Primary School setting 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
<b>Knowledge/skills/abilities</b>  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
<b>Other</b>		

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