



TA Apprenticeship Trainers

Would you like to make a difference to our next generation of exceptional TAs?

Do you enjoy supporting and inspiring other education support professionals?

Spencer Apprenticeships have two exciting secondment opportunities for highly experienced Teaching Assistants. These roles are part time (2 to 3 days): this allows you to retain your role as a TA in your school whilst developing your skills as an Apprenticeship Tutor.

You will guide and support our TA apprentices through their apprenticeship journey and help prepare them to be the best that they can for our pupils.

Job Description

Post Title: TA Apprenticeship Trainer
Establishment: Spencer Academies Trust
Location: George Spencer Academy, Stapleford, Nottingham
Grade/Pay Range: Spot Point 22 - 2/3 days a week <ul style="list-style-type: none"> - Primary TA - 2 days a week: £10,200 (actual salary) - 18 month secondment/contract - Secondary TA - 3 days a week: £15,876 (actual salary) - 18 month secondment/contract TAs looking for a secondment from their current role will uplift to NJC22 for the days of work as a TA Apprenticeship Trainer.
Hours/weeks: Part Time (Primary TA 2 days per week and Secondary 3 days per week) over 41 weeks a year - TTO+2 - 18 month contract or secondment in the first instance
Reporting to: Spencer Apprenticeships Operations Manager
Department/Team: Spencer Alliance for Leadership and Teaching at Spencer Academies Trust
Start Date: To start as soon as possible, or Summer 2023
Purpose of Role: To support Teaching Apprentices to complete their apprenticeship through teaching, learning and assessment.

What is involved?

The purpose of the post is to support TA Apprentices to complete their apprenticeship through mentoring and assessment. The role involves working with our TA apprentices, visiting in their schools and conducting progress meetings. You will coach and mentor our next generation of TAs to be effective in their role. You will help them review on their training and development, and set new targets so they can be the best they possibly can. You will also review completed assignments and provide constructive feedback. In turn, you will provide regular and ongoing feedback to mentors and employers and feed into the construction of support plans where needed.



We are looking for exceptional TAs who are excited to share their knowledge, skills and behaviours with an impact in schools across our region.

Who are we?

The Spencer Academies Trust is a dynamic organisation committed to delivering the best in opportunities and outcomes for the thousands of children and young people across the East Midlands.

Our newer venture, Spencer Apprenticeships, is committed to high quality professional training for the education sector, supporting excellence in education and securing best possible outcomes for children and young people. We have 2 exciting opportunities for highly experienced Teaching Assistants to join our team.

We welcome applications from existing staff interested in exploring new opportunities within the group. The team are excited to welcome new members to support our continued growth and expansion.

What support and training do I get?

We offer a wealth of CPD opportunities through our different arms of work: The Maths Hub, The Derby Research School and The Teaching School Hub. To support you, we offer training to become a qualified tutor/assessor achieving [Level 3 Award in Assessing Competence](#) and achieve coaching qualifications (all qualification costs are covered by Spencer Apprenticeships).

Main Duties and Responsibilities

With training, the post holder will:

- Support with initial information, advice and guidance sessions with all prospective apprentices to identify starting points, prior learning and career aspirations
- Support with the planning of individual delivery plans, to review and update these throughout the programme.
- Carry out assessment appointments in the workplace, conducting observations and professional discussions.
- Review and record apprentices progress in the workplace and set targets to ensure progress is in line with the delivery plan. Provide additional support and guidance when required.
- Complete the necessary paperwork and maintain assessment records on the e-portfolio in line with ESFA and Ofsted requirements
- Deliver maths and English functional skills training to apprentices
- Assess completed assignments and provide constructive feedback
- Attend progress meetings with Apprenticeship Operations Manager and provide monthly updates on all apprentices
- Provide regular and ongoing feedback to mentors. Agree and deliver support plans when required.
- Use a range of intervention methods to support learning
- Ensure Equality & Diversity, Safeguarding (Prevent) and British Values are embedded in the delivery of the apprenticeship and reviewed at appointments.
- Use all Trust standard computer hardware and software packages where appropriate.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Want to find out more?

If you would like the chance to chat about the role and find out more, please contact Sarah Kelly (Apprenticeships Operations Manager) sarahkelly@satrust.com - we appreciate that this is an exciting new job opportunity and we are happy to answer all of your questions.

How to Apply

We suggest all interested colleagues who are currently school-based speak about this opportunity with their line managers in their school. With the support of their school, they apply using the Every application system.

- External TA Trainer Application - [Link](#)
- SAT Internal Primary TA Trainer Post - [Link](#)
- SAT Internal Secondary TA Trainer Post - [Link](#)

Interested applicants should submit a CV and covering letter as an attachment. Your submission should set out, in brief, the skills and any relevant experience you have.

Please also include the names, addresses, phone numbers and email contact details of two professional referees who must be your current and previous employers.

Closing date for applications: 8am Thursday 2nd February

Interviews: WB 6th February 2023



Person Specification

Qualifications and experience

- Good standard of education especially with regard to literacy and numeracy skills.
- GCSE Maths and English grade C or equivalent
- 3 years experience as a teaching assistant
- Experience working in at least two different key stages
- Experience of planning for and teaching individuals, groups and whole classes
- Experience developing and evaluating resources for learning
- Experience giving detailed verbal and written feedback on lesson content, pupil progress and behaviour to teachers and pupils
- Experience in supporting teachers with assessment of pupils learning
- Experience in supporting welfare of colleagues and pupils
- Experience of mentoring or supporting colleagues
- Driving Licence
- Experience of observing practice and giving impactful feedback

Knowledge and skills

- Up to date knowledge of evidence-based teaching and learning strategies
- Working knowledge of a range of administration procedures and IT systems
- In depth knowledge of current safeguarding legislation, policy and practice
- Knowledge of effective practice for teaching assistants
- A good understanding of how pupils learn and cognitive science in the learning process
- Some knowledge of child development from birth to 19
- Knowledge of barriers to learning (such as SEND, EAL) and strategies to support pupils overcome these
- Knowledge of the National Curriculum, notably in English and Maths
- Knowledge of behaviour management strategies
- Knowledge of the Fundamental British Values
- Ability to work collaboratively with others
- Ability to communicate clearly orally and in writing
- Ability to have difficult conversations and to challenge
- Ability to work calmly under pressure

Personal qualities

- Excellent interpersonal skills with the ability to maintain strict confidentiality
- A diplomatic and patient approach
- Initiative and ability to prioritise own work to meet deadlines
- Efficient and meticulous in organisation
- Able to follow direction and work in collaboration with others
- Able to work flexibly, adopt a hands-on approach and respond to unplanned situations
- Commitment to the Trust's ethos, aims and whole community.
- Commitment to equality, diversity and inclusion
- Commitment to their own personal development and CPD