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| Job Title | Apprentice Teaching Assistant Level 2 – Penwortham Broad Oak Primary School |
| Hours | 30 hpw |
| Perm/FTC | 12 month Fixed Term Contract |
| Grade | Apprentice – £3.90 ph |
| Closing date |  |

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| **About the Role**  An Apprentice Teaching Assistant is required to join our team at Broad Oak. We wish them to share our educational philosophy on the provision of high-quality, creative learning opportunities with a view to developing the whole child. The successful apprentice will be supporting to provide a safe, happy and well-disciplined learning environment, which enables our children to acquire a wide range of knowledge, skills and practical abilities. |
| **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 have GCSE Maths and English at grade C/4 or equivalent. |
| **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.  Please include a CV and a letter (1 side of A4) stating why you fit the person specification and role.  For more information about the role, please contact Michelle Boyle on 01772749511.  We look forward to hearing from you.  Proposed Interview Date: ASAP  **Apprenticeship**  As part of this role the successful candidate will be expected to work towards completing the apprenticeship framework, Supporting Teaching and Learning in Schools Level 2.  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.  **Equal Opportunities Statement**  An Equal Opportunities Employer welcoming applications from all sections of the community.  **Rehabilitation**  The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy and a Policy Statement on the Recruitment of Ex-offenders this is available from the recruiting manager to applicants who are asked to complete a DBS application. |