**Job Description Apprentice Teaching Assistant Level 3**

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| Vacancy Title | EYFS Apprentice TA |
| School Name | Oswaldtwistle Hippings Methodist Primary |
| Hours | 8.30 – 3.30 Mon to Fri(Term Time) |
| Contract Length/Type | Duration of Apprenticeship |
| Rate of Pay | Apprenticeship rate |
| Closing date | 2nd August 2024 |

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| **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 school values and ethos. Hippings Methodist 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. * Follow school policy for Safeguarding. |
| **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 must have GCSE Maths and English at grade C/Grade 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.  **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 may also be required to complete functional skills initial assessments in Maths and English. |

# Person Specification Form

**Apprentice Teaching Assistant Level 3**

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| **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** |  |  |
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| Have achieved a minimum of Maths and English GCSE A-C/4 or equivalent | E | AF/IA |
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| **Experience** |  |  |
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| 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 | E  E  D  D | AF/I  AF/I  AF/I  AF/I |
|  |  |  |
| **Knowledge/Skills/Abilities** |  |  |
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| Ability to relate well to children | E | AF/I |
| Ability to work as part of a team | E | AF/I |
| Good communication skills | E | AF/I |
| 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  E  D  D  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other** |  |  |
| Commitment to apply themselves to the apprenticeship with commitment and diligence | E | AF/I |
| Commitment to undertake in service development  Commitment to sustaining good attendance at work  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to upholding the Christian values and ethos of the school | E  E  E  E | AF/I  AF/I  AF/I |