

Apprentice Teaching Assistant

Chilwell School

We are seeking to recruit a Teaching Assistant Apprentice. This is an ideal opportunity if you are interested in a career in education and you enjoy working with young people. You will assist a range of teachers in various teaching and learning activities including overseeing the progression of students in their academic pathway.

Apprenticeship summary

- To provide support to the class teacher across a range of activities, which promotes student development and learning
- To support teaching and learning, providing general and specific assistance to students and staff under the direction, guidance and direct supervision of a teacher
- To work with individuals or groups of students as directed by teachers
- To provide learning support to students who need particular help to overcome barriers to learning, and in particular SEND students, including those with SEMH needs.
- To take personal responsibility for specific tasks, students or people as directed by teachers or other supervisory staff
- Accompanying teachers and pupils on out of school activities
- Preparing resources and supporting with the display of students work
- Administering routine tests e.g. reading age tests and supporting in exams
- Working flexibly under the direction of a team leader and working with a variety of colleague and students
- Liaising with parents and carers under the direction of a teacher or team leader

Main duties and responsibilities will include:

- To act in accordance with all school policies and procedures and relevant legislation particularly in relation to child protection and behaviour management
- To promote and actively support the values and ethos of the school
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To provide a secure, caring and enriching environment for all students
- To model and exercise high quality care and education for all students during the school day

Supporting students' learning/development outcomes and progress:

- To promote students' self-esteem and inclusion through supporting the independent learning and inclusion of all students as required
- To contribute to the planning and preparation of school activities and visits
- To continually develop a high-quality learning environment, including displays of students' activities and achievements and information for parents and families
- To prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of students' work
- To contribute to the maintenance of a safe learning environment
- To support learning by organising and providing resources for lessons/ activities under the direction of the teacher
- To work with individuals/ small groups of students under the direction of the teacher
- To implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities/ support/challenge according to the student's responses as appropriate
- To contribute to the assessment and recording of students' achievements, behaviour and progress
- To use ICT effectively to support learning activities and develop students' competence and independence in its use
- To contribute to the identification of and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

- To support the teacher in behaviour management, explaining instructions and keeping students on task
- To support students' social and emotional well-being, reporting problems to the teacher as appropriate
- To maintain and develop positive working relationships with parents and other adults involved with the student
- To arrange for first aid to be administered and comfort sick students'

Working week

Monday - Friday, shifts to be confirmed, includes a 30-minute break every day. During term time you will be given one afternoon per week for completion of course tasks.

Total hours per week: 37

- **Expected duration**
 - 18 months
- **Standards**
 - Teaching assistant
- **Apprenticeship level**
 - Advanced
- **Training Provider**
 - Paragon Skills
- **Location**
 - Nottingham

Requirements and prospects

Desired Skills:

- Have a creative approach to working with students
- Deliver work under the direction of the class teacher
- Have the ability to adapt to a variety of situations
- Show initiative
- Be enthusiastic and motivational
- Have good ICT Skills
- Good communication skills
- Organised and able to meet deadlines
- Able to work as part of a team
- Good English and maths skills
- Ability to use technology and IT
- Ability to work within the school's guidelines when dealing with confidential information
- Experience of working with or caring for students of primary or secondary age

Personal qualities

The successful candidate will:

- Be motivated to pursue further professional development and training within the area of special needs
- Have a good record of attendance and punctuality
- Be organised
- Have a real enthusiasm and commitment to working with students with special needs
- Have a sense of humour and a positive attitude
- Ability to work flexibly

Desired qualifications

- You MUST have GCSE English & maths or equivalent to Grade 4 (C) or above

Future prospects

Although we do not guarantee employment with us after this training, some previous apprentices have successfully gained employment at the school. We offer support on next steps, for example, previous apprentices have successfully gained TA posts in other schools, have gone on to university and trained as teachers

Things to consider

The role of a level 3 Teaching Assistant can be very rewarding, it does require a definite commitment from you, the apprentice, to carry out numerous responsibilities both in the workplace and at college, these in both an academic and practical sense. A good work ethic is essential for this!

The college course is completed remotely and you will be given time during term time (one afternoon per week) and the school holidays to complete the content, meetings and relevant observations.

Written work will be required towards your technical qualification and you may be required to work autonomously on this as most elements are online. You should be able to demonstrate and evidence previous good study practice from any previous work/school.

Training for this programme will cover at least 20% of your normal working hours over the full term of the programme. You will be supported by experienced staff in the workplace. Your apprenticeship with Chilwell School is subject to satisfactory interview and assessment at college.