



Apprentice Teaching Assistant Application Pack

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

giving academies everything they need to realise their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,



02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.

This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit www.suttonacademy.attrust.org.uk



03. Job Description

Apprentice Teaching Assistant, Secondary Academy

The postholder will work in partnership with class teachers to support learning in line with the national curriculum, SEND Code of Practice and academy policies and procedures. As an apprentice they will be carrying out a recognised qualification and with support of the Academy work towards being competent in each of the following areas. This post is 32.5 hours per week, all year round.

Responsible for:

- > Understanding and apply academy policies in relation to health, safety and welfare
- > Attending relevant training and take responsibility for own development
- > Attending relevant academy meetings as required
- > Respecting confidentiality at all times
- > Participating in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- > Complying with individual responsibilities, in accordance with the role, for health & safety in the workplace.

Specific responsibilities:

- > Establish positive relationships with all pupils
- > Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- > Implement planned learning activities/teaching programs as agreed with the teacher or SENCO, adjusting activities according to pupils' responses as appropriate
- > Promote positive pupil behaviour in line with academy policies and help keep pupils on task
- > Interact with, and support pupils, according to individual needs and skills
- > Promote the inclusion and acceptance of children with special needs and disabilities within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- > To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- > Monitor and record pupil activities as appropriate writing records and reports as required

03. Job Description

- > To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- > Assist with the development and implementation of pupil passports and pen portraits.
- > To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- > To assist with the preparation, maintenance and control of stocks of materials and resources (in lessons)
- > Liaise with other staff and provide information about pupils as appropriate
- > To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities (if applicable)
- > To assist with escorting pupils on educational visits.
- > To support with examinations and assessments as required
- > To liaise in a professional manner with parents
- > To liaise with attendance officer
- > To maintain confidentiality at all times

Generic Responsibilities:

- > demonstrate a positive commitment to equality and diversity
- > contributing to building the Academy Transformation Trust service culture and team ethos
- > adhere to responsibilities under security information, health & safety legislation and policies
- > any other duties commensurate with the role.



04. Person Specification

Apprentice Teaching Assistant, Secondary Academy

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• English & Maths GCSE or equivalent	
Skills	<ul style="list-style-type: none">• Excellent interpersonal skills• Good communication skills, oral and written• Committed to own personal development	<ul style="list-style-type: none">• Ability to use a range of IT
Personal Characteristics	<ul style="list-style-type: none">• Willingness to learn• Flexibility to working practices• Enthusiastic• Positive	<ul style="list-style-type: none">• Able to build relationships with a range of stakeholders



05. How to apply

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

Salary:

Apprentice National Minimum Wage (currently
£4.15 per hour)

Closing date:

Midday, Thursday 29th October 2020

Interviews:

TBA

Start Date:

A.S.A.P

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 980055.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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