

Apprentice Teaching Assistant

Brief overview of the role

An apprenticeship with Old Park Primary School is the perfect way to help you decide what job you may want in the future. This opportunity will provide real work experience at the same time as gaining qualifications.

Working week Monday to Friday Total hours per week: 31.5

Expected apprenticeship duration 21 months

Apprenticeship level Advanced Level Apprenticeship

Vacancy description

As a member of the school's learning support team, your main jobs and duties will consist of:

Support to pupils:

- 1:1 support to pupils with special educational needs.
- To facilitate the pupil's development and skills in the use of resources including IT.
- To maintain pupils' interests and motivation.
- Assisting pupils with dress/changing for activities/ personal hygiene.
- To support individual/group work across the curriculum to raise levels of achievement.
- Care and welfare of pupils to include toileting and feeding as required.
- Escorting pupils around school premises.

Support to School

- Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To maintain school policies and procedures.
- Preparation of rooms, equipment and displays.
- Maintain school routine.
- To promote high standards of behaviour throughout school in accordance with the Behaviour Policy.
- Support the ethos of school.
- Maintenance of safe environment.

Support to Teachers:

- Contact with parents as part of normal consultative and educational process, e.g. parent's evenings.
- To deliver pre-planned programmes of work.
- Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.
- Undertaking duties on a rota basis during mid-morning, lunchtime and mid-afternoon breaks.
- To assist the teacher with supervision of pupils on school trips/visits.
- Keeping materials and equipment in tidy/safe manner.
- Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- Support the supervision of individuals/groups of pupils.

Support with Curriculum

- To assist in the teaching of the curriculum.
- Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.
- To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.
- Participation in working groups on curriculum matters.
- Involvement in planning meetings.
- Attendance at staff meetings and appropriate training sessions as required.
- Development and preparation of curriculum materials.

It is your responsibility to carry out your duties in line with the School's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

The post holder must always carry out his/her responsibilities with due regard to the school's policy, organisation and arrangements for Health and Safety at Work.

Requirements and prospects

Desired skills

- Able to communicate effectively (verbally and in writing)
- Ability to use IT technology
- An understanding of child development
- Able to communicate effectively and deal appropriately with challenging behaviour
- Ability to work when the school is open
- Willingness to work flexibly to meet the requirements of the post
- Knowledge and understanding of Equal Opportunities, Health and Safety issues and the Children Act would be advantageous

Personal qualities

- Ability to motivate individuals to perform effectively
- Commitment to working in partnership with parents
- Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices
- Conduct self in a professional and mature way

Qualifications required

You must hold a GCSE Grade C/grade 4 or above in both English and Mathematics or the equivalent level 2 e.g. functional skills

Future prospects

The opportunity will enable the successful candidate to achieve a level 3 Teaching Assistant apprenticeship standard, plus any other relevant training.

Things to consider

You must be willing to shadow senior post holders and attend any relevant training, as well as being flexible to support the needs of the post. You will need to have a mature a professional approach and have a due regard for Safeguarding and Child Protection, therefore you will be required to undertake an Enhanced DBS Check, prior to commencing in the post.

Annual leave must be taken outside of term time.

About the employer

Employer Old Park Primary School

Description

At Old Park we promise you a nurturing ethos where children will be able to dream and plan for an ambitious future; to believe in themselves and trust in teachers and other adults to guide them; to inspire others through their aspiration and success and to achieve the highest standards they are capable of in all areas.

Our Values' Mascot, Monty, joined our school in September 2019 and he enjoys being part of our school assemblies and becomes a 'class member' on a weekly basis. This is a huge honour as he joins a class who is nominated for demonstrating our school values! He is very proud to be part of Old Park Primary School.

Our Old Park values are:

- Optimism – be positive
- A love of learning helps us grow
- Diversity – we are all equal
- Perseverance – you can do it!
- Ambition – dream big
- Responsibility – do the right thing
- Kindness – starts with me

These values are explored in everything we do at Old Park, including our Well-Being curriculum, enrichment activities and assemblies. They are celebrated each week through our 'Values Ambassador' award where a child from each class is acknowledged for demonstrating an Old Park value.

Address Old Park Road, Wednesbury, WS10 9LX

Training to be provided You will undertake and achieve a Level 3 Teaching Assistant apprenticeship standard.

Apprenticeship Standard Teaching Assistant

Contact rich_nettleton@sandwell.gov.uk