



**North East
Learning Trust**

Teaching Assistant Apprentice
Brownley Academy
Applicant information pack

Teaching Assistant Apprentice (Level 3)

February 2023

Fixed Term Contract 18 months

37 hours per week, Term Time Only

Salary - £10,418-£13,177 (FTE), £8,956-11,328 (Actual)

Browney Academy is a part of the North East Learning Trust and are seeking to appoint a Teaching Assistant Apprentice to join our dedicated team.

Browney Academy is a thriving primary school filled with smiles. Children here are bright, bubbly, hardworking and caring. Browney Academy is going from strength to strength with improvements in both the physical environment and performance.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Have Maths and English qualification at grade 9-4 / A-C or equivalent.
- Have good IT skills.
- Be keen to learn.
- Be self-motivated with a positive attitude.
- Be a good communicator.

Deadline: 12 noon Tuesday 3rd January 2023

Interviews on Monday 9th January 2023

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Catherine.Harris@browneyacademy.co.uk or by post to. Please do not submit a CV unless it is to complement your application form.

Job description

Post title:	Teaching Assistant Apprentice (Level 3)
Responsible to:	Office Manager
Salary Band:	Apprentice Grade
Contract:	Fixed Term - 21 months

Job Purpose:

Under the guidance of the class teacher, this apprenticeship will involve working with students to support the class teacher to enhance pupils' learning, ensuring students understand the work set, know their learning objectives and stay on task in order to make progress.

Duties and Responsibilities:

- To learn and assist with:
 - Raising the achievements of all pupils.
 - Pupil wellbeing and pupil personal development.
 - The quality of the provision of activities for pupils to encourage their physical, intellectual, emotional, and social development.
 - Supervising and assisting individuals or small groups of pupils in activities set by class teachers or SENDCo.

General

- To complete the Teaching Assistant Apprenticeship– Level 3.
- To attend any in house training, meetings and college as and when required.
- To develop a good working relationship with colleagues.
- To work within North East Learning Trust's Vision, Mission and Professional Behaviours.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Maths and English grade 9-4 / A-C or equivalent • A commitment to continuous professional development 	
Experience		
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent communication skills • Excellent organisation skills to prioritise workload and course work • Good IT skills and some knowledge of Microsoft word and excel 	<ul style="list-style-type: none"> • Some understanding of safeguarding and child protection, as well as data protection and confidentiality
Personal qualities	<ul style="list-style-type: none"> • Excellent attention to detail • Self-motivation • Reliable • Proactive • Positive attitude • Flexible approach • Works well within a team 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.