



**North East
Learning Trust**

Teaching Assistant Apprentice
Brownley Academy
Applicant information pack

Teaching Assistant Apprentice

Required September 2022

Fixed Term Contract 18 months

37 hours per week, Term Time Only

Starting salary from £10,418 to £13,177 (FTE) (depending on age)

£8,956 - £11,328 (Actual)

At North East Learning Trust our ambition is to continually improve the experiences and outcomes for all the 7000 children across our ten schools. We look to achieve this by supporting each school we sponsor on a journey towards becoming outstanding both in the view of Ofsted and as judged by performance outcomes, enrichment opportunities and the day-to-day experiences of students as learners and of staff as our employees.

Our vision is simple and is shared across the North East Learning Trust family. It is that every child experiences excellence every day.

Browney Academy has an exciting opportunity for a self-motivated and enthusiastic individual who is interested in a Teaching Assistant Apprenticeship. You will gain excellent experiences of working in a school environment. You will contribute to wider dedicated school team and be given full support and training.

We can offer:

- Level 3 Teaching Apprenticeship
- 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 proactive and self-motivated.
- Have a flexible approach to work.
- Be a good communicator

Closing Date: Friday 15th July 2022

Interviews: Monday 18th July 2022.

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 diane.woodlands@browneyacademy.co.uk

Job description

Post title: Teaching Assistant Apprentice
Responsible to: Headteacher
Salary Band: Apprentice Grade

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.

This job description may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with post holder.

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"> Good communication skills Good 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.