

# Apprentice Teaching Assistant Information Pack



St Mary's CE School  
Kendal Road  
Kirkby Lonsdale  
Cumbria  
LA6 2DN

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Head teacher: Mr Brian Jones  
Chair of Governors: Ms Jo Gill



10<sup>th</sup> May 2017

Dear Applicant

**RE: APPRENTICESHIP POSITION**

Thank you for expressing an interest in the post of Apprentice Teaching Assistant at this school.

St Mary's CE Primary is a one form entry school, with 227 pupils on roll, which serves the community of the parish of Kirkby Lonsdale as well as the surrounding parishes. It is a popular and high achieving school with classes often oversubscribed. We are imaginative and creative and constantly seek to improve to enable our children to achieve their very best, in all areas of learning. We are a welcoming school looking to appoint an enthusiastic Apprentice Teaching Assistant. The role will require a good awareness of working with children and ability to work as part of a team.

We are offering an apprenticeship which will be supported by mentors from Kendal College. The apprenticeship will start on 1<sup>st</sup> September 2017 and will involve working in a range of classes from Reception (4 year olds) to year 6 (10/11 year olds) throughout the school day, supporting the children with clubs or sporting activities at lunchtimes and also in our popular Extended School Clubs. The apprenticeship will last for one year. The hours are 30 per week, worked Monday to Friday. There will need to be a degree of flexibility to fit in with study commitments of the applicant and to ensure the service needs are met. Due to the nature of apprenticeships the terms and conditions vary depending on the previous experiences of the applicants and their level of existing qualifications. The rate of pay will be commensurate with the National Apprentice Rates.

If you would like to apply for the position, please complete the application form and return to school by 1pm on Monday 5<sup>th</sup> June, interviews will take place on Friday 15<sup>th</sup> June.

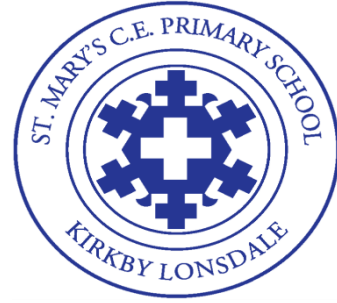
I have pleasure in attaching the job description and application form which should provide all the information you need about the position. Applications should be returned to the school office by email or paper. If you require any further information, please don't hesitate to contact Cath Billington in the school office.

I look forward to receiving your application.

Yours sincerely

Brian Jones  
Headteacher

## Apprentice Teaching Assistant Advert



St Mary's CE Primary School, Kendal Road, Kirkby Lonsdale, Carnforth, Lancs. LA6 2DN  
Tel 015242 71334

Headteacher: Brian Jones

To start: 1<sup>st</sup> September 2017

### **Position required: Apprentice Teaching Assistant – 30 hours per week**

The Governing Body of this thriving and highly successful primary school seek to recruit an Apprentice Teaching Assistant to start 1<sup>st</sup> September 2017. The apprenticeship will last for one year and will be supported by mentors from Kendal College.

The successful applicant will work as an apprentice Teaching Assistant. You will support teachers and students in the classroom in lessons and become an integral part of the school support team. Working as an apprentice Teaching Assistant you will provide support to teachers and other teaching assistants in preparing for lessons/activities and helping create a safe and enjoyable learning environment for all our pupils. During lessons, you will work together with the class team to support pupils with classroom activities. During lunchtimes and our extended school clubs, you will work with experienced teaching assistants to organise and lead play activities to develop children's art skills, physical development and problem solving. Excellent communication and enthusiasm will be key in supporting all pupils to progress and achieve their potential. You will support all areas of the curriculum differentiated to meet the needs of the pupils within the classroom. You will be required to assist with teacher admin and also accompany teaching staff and pupils on trips and other out-of-school activities.

You will also act as a role model for pupils and be a positive influence on their behaviour at school. It is important that you demonstrate maturity and excellence in all you do.

The post is for 30 hours per week to be agreed with the successful applicant. Hours will be worked between the extended school day 7.45am – 6pm.

National Apprentice Rate of pay

Closing date: Monday 5<sup>th</sup> June 2017

Interview date: Friday 15<sup>th</sup> June 2017

**St Mary's is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointment to this post will be subject to a satisfactory enhanced check for the Disclosure and Barring Service (DBS), satisfactory references and pre-employment checks.**

## Job Description for an Apprentice Teaching Assistant



### MAIN PURPOSE OF THE JOB

To complement the professional work of teachers by supporting learning activities, in line with St. Mary's School policies and guidance. This may involve supporting learning activities for individuals/groups or for whole classes. It will involve supporting assessment, recording and reporting on achievement, behaviour for learning, progress and development.

All of the below will be carried out under the guidance of experienced school practitioners:

- Develop good relationships with all of the children (ranging from 3 years to 11 years).
- Learn skills to be a Teaching Assistant.
- Model appropriate positive behaviour.
- Work with small groups or individuals following the teacher's planning / direction.
- Supervise small groups indoors and outdoors.
- Make observations and assessments of the children and feedback to the class teacher.
- Keep any information discussed in school confidential.
- Follow the Child Protection Policy and Equal Opportunities Policy.
- Support children at lunchtimes including encouraging good table manners and healthy eating.
- Support learning and care provision in the Extended School Clubs including preparing snack, leading play activities (indoors and outdoors) and communicating with parents.
- Organise and deliver lunchtime and Extended School Club activities to inspire art skills, encourage physical development and problem solving.
- To be a reliable member of the team.
- Help to make a stimulating environment for the children indoors and outdoors, for example, with guidance setting up role play areas and making displays.
- Have a professional attitude to all work and other members of staff.
- Drive own development by actively participating in mentor sessions.
- Demonstrate a proactive approach showing initiative and resilience to complete tasks.
- Support teacher's administration duties including photocopying, organising / making resources and mailing.
- Help on school visits / outdoor adventurous activities and follow risk assessments.
- Take part in school training.
- Complete all coursework as required.