



St Benet Biscop Catholic Academy

Bedlington, Northumberland
Headteacher: Mr K Shepherd NOR: 1110

Apprentice Teaching Assistant

Possible start date March 2024

Salary: £8,918 - £17,600 per annum (National Apprenticeship Rates based on age)

Working pattern: 37 hours per week Term time + 5 days

Expected duration: 18 months

As an Apprentice Teaching Assistant at St Benet Biscop Catholic Academy, you will provide classroom support duties including curriculum related tasks and small group work in close collaboration with other school staff.

What you will do in your working day

General

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- Providing clerical and administrative support, e.g. administering coursework and preparing work sheets.
- Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in pupil's activities.
- Undertaking routine invigilation and marking.

Classroom Organisation

- Responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.
- Demonstrating creativity in assisting with the practical resourcing of the classroom

Pupil Support

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEP's), including the preparation of reports and reviews under the guidance of a designated teacher.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.
- Working with teachers and other staff in planning the teaching programme and associated activities.

- Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

Welfare and other duties

- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils' home and investigating reasons for absence.
- Administer medication to pupils in accordance with the school's policy and procedures (only where the postholder, in accordance with the LEA guidance, has agreed to be the named volunteer for this task).
- Supervising other Support Assistants as required

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.

The training you will be getting is a Level 3 Teaching Assistant Standard. All training will be delivered in the workplace.

At the end of your apprenticeship, whilst a permanent position cannot be guaranteed, candidates who have successfully completed their apprenticeship would be actively encouraged to apply for any appropriate vacancies as they arise across the Trust's 39 schools.

Desired skills and personal qualities:

Communication skills, Attention to detail, Organisation skills, Problem solving skills, Presentation skills, Logical, Team working, Creative, Initiative, non judgmental, Patient

Qualifications:

GCSE or equivalent Maths & English (Grade 4/C or equivalent) Essential

Please apply on <https://www.findapprenticeship.service.gov.uk/apprenticeship/1000227264>

Closing date for applications: by noon Friday 8 March 2024.

We are committed to safeguarding and promoting the welfare of children and young people. The successful candidates will be subject to an enhanced disclosure through the Disclosure and Barring Service and additional recruitment checks.