



Apprenticeship Job title	Educational Teaching Assistant Apprentice
Service/School	Moldgreen Community Primary School
Qualification	NVQ L2/3 Teaching & Learning
Location	Moldgreen Community Primary School
Salary	Currently £8.20 in first 12 months increasing to £8.72 thereafter
Working week & Hours	32.5
Contract type & Duration	Fixed-term Apprenticeship
Reporting to	<i>Helen Pearson - Headteacher</i>
Vacancy reference (AP No.)	1282
Eligibility to apply	<p>Please note you are only eligible to apply for this role if:</p> <ul style="list-style-type: none"> • You have been resident in the UK for at least 3 years (there are some exceptions to this so applicants will need to be considered on case by case basis as required) • You are not in full time compulsory education • You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course

Apprenticeships with Council/School

About the school (summarise the school ethos/learning environment etc in couple of sentences)

(This statement will be used in your advertisement so please use a couple of sentences to ensure you ‘sell’ the job and your organisation to perspective applicants)

Our school is located just outside Huddersfield town centre and we are fortunate to serve a diverse community. The building was completed in 2005 and we are well resourced. We are proud of our children and the progress they make across school. Moldgreen is an inclusive school where children are always at the centre of what we do. Pupil voice is loud and clear in our school.

We would warmly welcome applicants to welcome browse our website and ring to discuss the role. Please contact the school office on 01484 226681 or office.moldgreen@kirkleeseducation.uk to arrange a suitable time to speak to Helen Pearson, the headteacher.

To contribute to a high quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

Term time working arrangements are routinely operated within schools which involves you attending your place of work during the School’s normal opening dates. Where it may not be possible to attend the workplace during School holiday closure periods the School will provide you with additional work

to undertake in support of your training during this time. There is also an expectation that you will continue with your studies including, attendance at your training provider during this period.

The role

(This section to reflect the apprenticeship duties specific to your service, delete as appropriate)

You will receive support and training to deliver the following outcomes:

- Work (under supervision) with children in the Setting, to provide all aspects of care and supporting learning opportunities which may include washing, changing and feeding
- Undertake training to obtain recognised qualifications, including completing assignments on time, and attending all College sessions/ tutorials (if applicable)
- Uphold standards within the Setting by adhering to all policies and procedures
- Assist with meeting the personal and emotional needs of individual children
- Provide adult interaction with children in the Setting
- Know and implement the Setting's confidentiality policy.
- Contribute towards an effective and supportive team environment
- Work collaboratively with colleagues to ensure the highest standards of care are provided
- Attend team meetings and contribute relevant ideas
- Attend out of working hours activities e.g. training, staff meetings, parents/carers evenings etc. as required.

General

- Contribute to high standards of hygiene and cleanliness in the Setting
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time to time
- The trainee's duties must at all times be carried out in compliance with the Setting's Equal Opportunities Policy
- Look upon the Setting as a "whole" where your help can be most utilised, be constantly aware of the needs of the children
- To respect the confidentiality of information received
- To ensure the Setting is a high quality environment which meets the needs of individual children from differing cultures and religious backgrounds and stages of development
- To be aware of the high profile of the Setting and to uphold its standards at all times
- To be aware of all emergency and fire evacuation procedures
- To be aware of sections 7 & 8 of the Health and Safety at Work Act 1974
- To understand that as part of training you will be required to move to other parts of the Setting
- To promote and support the Setting's policies relating to safeguarding of children and young people within the workplaces.

Selection criteria

Essential criteria are those that are required to perform the job effectively. Aim for no more than five. The criteria should flow directly from the duties and be relevant to the role, so as to judge and select candidates objectively. When drawing up the selection criteria consider how the skills support the responsibilities outlined above:

For apprentices typical examples might include:

The Governors, staff and pupils at Moldgreen Community Primary School are looking to recruit a highly enthusiastic practitioner to work in our team. You will work with the Early Years Team to support our EYFS department.

Experience & Skills Required:

- The candidate would need to hold a Level 2 in Early Years Childcare and Education or equivalent qualification, working towards a level 3.
- Knowledge of the EYFS, safeguarding and health and safety
- Have proven organisational skills

- Must have excellent communication skills in English - spoken and written

Closing date: Friday 13th November 12pm
Shortlisting: Friday 13th November
Provisional Interview Date: Tuesday 17th November

- Educated to GCSE standard (English and Maths grade 4 or above) or equivalent
- Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
- An enhanced Disclosure and Barring Service check will be required for this post. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process
- College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

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Further information - If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>