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| Apprenticeship Job title | Educational Teaching Assistant Apprentice to commence September 2023 |
| Service/School | Rowley Lane J I & N School  Rowley Lane, Lepton, Huddersfield, HD8 0JD  Tel 01484 222745  [www.rowleylane.co.uk](http://www.rowleylane.co.uk)  email: office@rowleylane.co.uk |
| Qualification | NVQ L2/3 Teaching & Learning |
| Location | Key Stage 2 plus Activity Support |
| Salary | £10.18 per hour |
| Working week & Hours | 30 hours per week term-time |
| Contract type & Duration | Fixed-term Apprenticeship |
| Reporting to | Jenny Shore, Headteacher |
| Vacancy reference (AP No.) |  |
| Eligibility to apply | **Please note you are only eligible to apply for this role if:**   * 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 School**

At Rowley Lane, our school aim is for ***every child to achieve their full potential*** - to be the best they can be.  We aim to provide an environment where all children can achieve this through enjoyable, high quality teaching and learning.  We deliver a broad and balanced curriculum with fun, varied and exciting learning experiences.  Staff and children have high expectations of achievement in all subject areas.

We are seeking a dynamic and talented individual who will continue to give our children the educational experience they thrive upon at Rowley Lane. The successful candidate will 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.

### The role

The role will involve working as a Teaching Assistant within Key Stage 2. Additionally there will be a requirement to provide Activity Support on a lunchtime.

**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

**We are looking for someone who:**

* Is educated to GCSE standard (English and Maths grade 4 or above) or equivalent
* Is able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
* Works well within a team, is keen to share ideas and happy to take advice from colleagues and specialist staff
* Is caring, friendly, adaptable and hardworking
* Has experience in using Microsoft Office applications

**Additional requirements:**

* 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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