



<b>Apprenticeship Job title</b>	Educational Teaching Assistant Apprentice to commence September 2023
<b>Service/School</b>	Rowley Lane J I & N School Rowley Lane, Lepton, Huddersfield, HD8 0JD Tel 01484 222745 <a href="http://www.rowleylane.co.uk">www.rowleylane.co.uk</a> email: office@rowleylane.co.uk
<b>Qualification</b>	NVQ L2/3 Teaching & Learning
<b>Location</b>	Key Stage 2 plus Activity Support
<b>Salary</b>	£10.18 per hour
<b>Working week &amp; Hours</b>	30 hours per week term-time
<b>Contract type &amp; Duration</b>	Fixed-term Apprenticeship
<b>Reporting to</b>	Jenny Shore, Headteacher
<b>Vacancy reference (AP No.)</b>	
<b>Eligibility to apply</b>	<p><b>Please note you are only eligible to apply for this role if:</b></p> <ul style="list-style-type: none"> <li>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)</li> <li>You are not in full time compulsory education</li> <li>You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course</li> </ul>

## 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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