



<b>Apprenticeship Job title</b>	Educational Teaching Assistant Apprentice
<b>Service/School</b>	Upperthong JI School
<b>Qualification</b>	NVQ L3 Teaching & Learning (SEND specialism)
<b>Location</b>	Holmfirth
<b>Salary</b>	Currently £8.20 in first 12 months increasing to £8.72 thereafter
<b>Working week &amp; Hours</b>	35
<b>Contract type &amp; Duration</b>	Fixed-term Apprenticeship
<b>Reporting to</b>	Carolyn Littlewood (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 Council/School

### ‘Proud to Learn, Achieve and Belong.’

This mission statement is evident from the moment you enter our happy, welcoming school. Relationships matter and every member of our team is committed to securing positive, caring relationships with the children and with each other. We are looking for an enthusiastic apprentice to join our team and contribute to the development a high quality caring environment and a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

Upperthong JI is a 1 form entry primary school with 214 children on role; nestled on the hillside on the outskirts of Holmfirth. Our children are keen and enthusiastic and enjoy coming to school. The role will initially be based in reception providing 1 to 1 support for a child with additional needs and also working with the other children in the cohort. In September the role will be in Y1 working with the same child.

Term time working arrangements are routinely operated within schools which involves you attending your place of work during the School’s normal opening dates. This post is for term time only and the apprentice will be working in school from 8.30-4pm daily with a 30 minute lunch break. There is also an expectation that you will continue with your studies including, attendance at your training provider during this period.

## The role

### **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.
- 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)
- Has an interest and enthusiasm for working with children with additional needs
- Is conscientious, shows pro activity and committed to the wider life of the school
- Has good communication skills and can act on own initiative

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

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

**Privacy Notice** - at Kirklees Council we take your privacy seriously and will only use your personal information within Kirklees Council to support your expression of interest. We will hold the information about you securely, and no longer than reasonably necessary.

**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>