

Applicant Pack



**Apprentice
Teaching Assistant**



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Central Services

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Job Description & Person Specification

Apprentice Teaching Assistant

Purpose of the Role

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

Summary of Main Duties and Responsibilities:

- General Teaching Assistant duties
- Support pupils learning under the direction of the teacher both in the classroom and during PE lessons
- Prepare resources and equipment for lessons, clubs and activities.
- Providing small group and one to one support for children in the classroom and in PE
- Support pupils with special education needs and pupils who need additional support
- Support the delivery of after school clubs
- Undertake basic record keeping as directed by class teacher and senior teachers
- Replace consumable resources as directed by class teacher and senior teachers
- Operate everyday equipment to fulfill the role, in accordance with instructions

Requirements of all Staff:

- Ensure classrooms are kept in tidy and safe condition for learning
- To understand the importance of inclusion, equality and diversity, both when working with children and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection.
- To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post

Relationship to other posts within the College

Responsible to: SENCO and Headteacher

Responsible for: Not Applicable

	Essential	Desirable	Method of Assessment
Skills and Knowledge			
Ability to build & maintain effective relationships with all pupils & colleagues	✓		Application/Interview
To establish good relationships with pupils and work with all learners regardless of specific individual need under direction from the Class Teacher.	✓		Application/Interview
Able to adapt your own approach in accordance with pupil needs and respond to changing school priorities.	✓		Application/Interview
To liaise sensitively with parents and carers	✓		Application/Interview
To promote a positive ethos and good role model	✓		Application/Interview
Promote the inclusion and acceptance of all pupils.	✓		Application/Interview
Under the direction of the Class Teacher, prepare the classroom for lessons including undertaking day-to-day tasks that maintain a tidy, organized classroom.	✓		Application/Interview
Undertake marking of pupils' work following in-lesson support or small group/intervention work.	✓		Application/Interview
To act in accordance with school policies and procedures when managing pupils' behaviour.	✓		Application/Interview
Education and Qualifications			
Good standard of education	✓		Application
Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework.	✓		Application
Willingness to undertake training in relevant learning strategies.	✓		Application/Interview
Willingness to undertake training in First Aid	✓		Application/Interview
Attitude and Personal Qualities			
Able to relate well to children and adults.	✓		Application/Interview/References
The ability to work as part of a team	✓		Application/Interview/References
Reliable and punctual	✓		Application/Interview/References
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	✓		Application/Interview/References
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	✓		Application/Interview/References
Personal commitment to continuous self-development	✓		Application/Interview/References
A genuine passion and a belief in the potential of every pupil	✓		Application/Interview/References
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	✓		Application/Interview/References

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





**To find out
more or to
apply:**

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0161 287 8001

