

**Apprentice Teaching Assistant**  
**Salary: £5,800**  
**Apprenticeship rate - £4.30 per hour**  
**31.5 hours per week, Term time only**  
**Mon to Fri 8.30am – 3.40pm**  
**Required from September 2021 for 12 months**

Are you ready to start your teaching journey?  
Do you want to help children grow and develop?  
Are you passionate about helping children reach their full potential?

If so, we have an opportunity available at Offord Primary School for an Apprentice Teaching Assistant working throughout the primary phase. Training for this role is fully funded and you will be supported by an experienced mentor to guide you throughout your training.

The successful apprentice will work across the whole primary age range supporting whole class activities, small groups and working with children on a one to one basis. Support will include daily reading, assisting the class teacher in all areas and working along side children to help their development and assist their learning.

This is an exciting opportunity to join a team of dedicated school staff and be part of a vibrant school community which places the child at the centre of all we do. The ideal apprentice will be passionate about working with children, interested in the early development of children, have the ability to use own initiative and work independently as well as working in a team.

Your responsibilities will include:

- Supervise and provide support and guidance for pupils
- Working with individuals or small groups of children under the direction of teaching staff
- Establish and maintain a positive relationship with pupils
- Support the use of ICT in the classroom and help to develop pupil's competence and independence in its use
- Establish constructive relationships with parents/carers
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To respect confidentiality at all times
- Attend relevant school meetings as required
- Assist with escorting pupils on educational visits

You will need:

- Patience with and compassion for all range of learners
- Be creative and flexible in your approach to learning
- Have a willingness to learn and an ability to follow instructions accurately
- The ability to use own initiative and work well within a team.
- Be professional when dealing with parents and school visitors
- Be diligent and consistently follow safeguarding procedures
- Good communication skills with both adults and children
- Willingness to learn
- Minimum 4 A\*-C / 9-4 GCSEs or equivalent

We offer:

- A supportive team of teachers and teaching assistants
- Commitment to Professional Training
- A mentor who will support you in all areas of your development
- An ethos of encouragement and high expectations

**Closing date for applications:** Midday, Monday 21<sup>st</sup> June 2021

**Interviews:** Friday 25<sup>th</sup> June 2021

If you would like to apply, please write a covering letter outlining your suitability for the post along with an application form which you can download from [www.catrust.co.uk](http://www.catrust.co.uk) (key information vacancies) and return it to Michelle Moore in the school office, or email it to [finance@offordprimaryschool.org](mailto:finance@offordprimaryschool.org).

Offord Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The successful candidate will be subject to an enhanced DBS check and two positive references.