

The Park Schools Federation

Junior, Infant & Nursery

Orchard Close
Shirebrook
Mansfield
Notts
NG20 8JX

Tel: 01623 742663
Email: enquiries@parkfed.co.uk
Website www.parkfed.co.uk

Executive Headteacher: Mr N Shah
Interim Deputy Headteacher: Mr I Butler



Apprenticeship Job Description and Person Specification

Main Duties and Responsibilities:

Support for pupils:

- Supervise and support pupils, ensuring their safety and access to learning
- Attend to the pupils' needs
- Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs

Support for the Teacher:

- Assist in ensuring that the learning environment is safe and purposeful for the pupils at the beginning and end of the day
- Ensure that all resources and equipment are clean, hygienic and ready for use
- To support children and young people in all areas of learning under the direction of the Teacher or HLTA
- Monitor pupils responses to learning activities and record achievement and progress as directed
- To encourage positive behaviour for learning

What training will the apprentice take and what qualification will the apprentice get at the end?

- Teaching Assistant Level 3 Apprenticeship Standard
- Functional Skills Maths Level 2 (If required)
- Functional Skills English Level 2 (If required)

What is the expected career progression after this apprenticeship?

Full time employment and progression to higher education.

Requirements and prospects

Desired skills and personal qualities

Communication skills, Customer care skills, Keen interest in pupil support, Keen to support pupil progress, Friendly attitude, Want to work with SEN students

Qualifications

GCSE or equivalent Math's and English (Grade A* - C (4-9)) Essential

Things to consider

Ensure you can travel to the place of work for the working hours stated above.

To be shortlisted for interview, please check that the application form is fully completed ensuring all spelling and grammar is correct.

Incomplete applications will not be shortlisted for interview.