



St. Margaret Mary
Catholic Primary School

Apprentice Teaching Assistant Information Pack



St Margaret Mary Catholic Primary School

St Ninian Catholic Federation of Carlisle

Kirklands Road Carlisle

Cumbria

CA24BD

Tel. 01228 401800

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Executive Head teacher of St Ninian Federation: Mr Chris Wilkins

Chair of Governors: Mrs Joan Hadley



St. Margaret Mary
Catholic Primary School

5th August 2018

Dear Applicant

RE: APPRENTICESHIP POSITION

Thank you for expressing an interest in the post of Apprentice Teaching Assistant at this school.

St Margaret Mary Catholic Primary is a one form entry school, with 238 pupils on roll, which serves the parish of The Sacred Heart of Jesus and the communities of Currock and Upperby. We are a popular and high achieving school with classes often oversubscribed. We are part of The Saint Ninian Catholic Federation of Carlisle and we seek to enable our children to achieve their very best in all areas of learning. Our core principles are that of aspiration, knowledge, prayer and service. We are a welcoming school looking to appoint an enthusiastic Apprentice Teaching Assistant. The role will require a good awareness of working with children and ability to work as part of a team.

We are offering an apprenticeship which will be supported by a registered provider. The apprenticeship will start on 1st September 2018 and will involve working across the school. The role also involves supporting the children with clubs or activities at lunchtimes and also in our popular Extended School Clubs. The apprenticeship will last for one year. The hours are 30 per week, worked Monday to Friday. There will need to be a degree of flexibility to fit in with study commitments of the applicant and to ensure the service needs are met. Due to the nature of apprenticeships the terms and conditions vary depending on the previous experiences of the applicants and their level of existing qualifications. The rate of pay will be commensurate with the National Apprentice Rates.

If you would like to apply for the position, please complete the application form and return to school by 1pm on Monday 27th August, interviews will take place on Friday 31st August.

I have pleasure in attaching the job description and application form which should provide all the information you need about the position. Applications should be returned to the school office by email or paper. If you require any further information, please don't hesitate to contact me by emailing chriswilkins@stmmary.cumbria.sch.uk . I look forward to receiving your application.

Yours sincerely

Chris Wilkins

Executive Headteacher

Apprentice Teaching Assistant Advert



St. Margaret Mary
Catholic Primary School

St Margaret Mary Catholic Primary School, Kirklands Road, Carlisle, Cumbria. CA24JD

Tel 01228 401800

Executive Headteacher of St Ninian Federation: Chris Wilkins

To start: 1st September 2018

Position required: Apprentice Teaching Assistant – 30 hours per week

The Governing Body of this thriving and highly successful primary school seek to recruit an Apprentice Teaching Assistant to start 1st September 2018. The apprenticeship will last for one year and will be supported by mentors from a registered provider.

The successful applicant will work as an apprentice Teaching Assistant. You will support teachers and students in the classroom in lessons and become an integral part of the school support team.

Working as an apprentice Teaching Assistant you will provide support to teachers and other teaching assistants in preparing for lessons/activities and helping create a safe and enjoyable learning environment for all our pupils. During lessons, you will work together with the class team to support pupils with classroom activities. During lunchtimes and our extended school clubs, you will work

with experienced teaching assistants to organise and lead play activities to develop children's art skills, physical development and problem solving. Excellent communication and enthusiasm will be key in supporting all pupils to progress and achieve their potential. You will support all areas of the curriculum differentiated to meet the needs of the pupils within the classroom. You will be required to assist with teacher admin and also accompany teaching staff and pupils on trips and other out-of-school activities.

You will also act as a role model for pupils and be a positive influence on their behaviour at school. It is important that you demonstrate maturity and excellence in all you do.

The post is for 30 hours per week to be agreed with the successful applicant. Hours will be worked out between the extended school day 8am – 6pm.

National Apprentice Rate of pay

Closing date: Monday 27th August 2018, 1pm Interview date: Friday 31st August 2018

St Margaret Mary Catholic Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointment to this post will be subject to a satisfactory enhanced check for the Disclosure and Barring Service (DBS), satisfactory references and pre-employment checks.

Job Description of Teaching Assistant Apprentice



MAIN PURPOSE OF THE JOB

To complement the professional work of teachers by supporting learning activities, in line with St Margaret Mary Catholic Primary School's policies and guidance. This may involve supporting learning activities for individuals/groups or for whole classes. It will involve supporting assessment, recording and reporting on achievement, behaviour for learning, progress and development.

All of the below will be carried out under the guidance of experienced school practitioners:

- Develop good relationships with all of the children (ranging from 3 years to 11 years).
- Learn skills to be a Teaching Assistant.
- Model appropriate positive behaviour.
- Be confident communicating with parents, carers and other Early Years Providers.
- Work with small groups or individuals following the teacher's planning / direction.
- Supervise small groups indoors and outdoors.
- Make observations and assessments of the children and feedback to the class teacher.
- Keep any information discussed in school confidential.
- Follow the Child Protection Policy and Equal Opportunities Policy.
- Support children at lunchtimes including encouraging good table manners and healthy eating.
- Support learning and care provision in the Extended School Clubs including preparing snack, leading play activities (indoors and outdoors) and communicating with parents.
- To be a reliable member of the team.
- Help to make a stimulating environment for the children indoors and outdoors, for example, with guidance setting up role play areas and making displays.
- Have a professional attitude to all work and other members of staff.
- Be willing to support children with personal care. Eg. Toileting.
- Drive own development by actively participating in mentor sessions.
- Demonstrate a proactive approach showing initiative and resilience to complete tasks.
- Support teacher's administration duties including photocopying, organising / making resources and mailing.
- Help on school visits / outdoor adventurous activities and follow risk assessments.

- Take part in school training.
- Complete all coursework as required.