**Job Title: Level 3 Teaching Assistant (with PE) Apprentice**

**Location: Cleves Cross Primary and Nursery School and Easington Church of England Primary School**

**Start Date: 4th January**

**Contract Type: Term Time only**

**Salary: National Apprentice Rate**

**Weekly Hours: 37h**

**Working Weeks: TTO**

## About Us:

Cleves Cross Primary and Nursery School and Easington C of E Primary School are vibrant and inclusive educational community committed to providing high-quality learning experiences for all pupils. Our schools have a holistic approach in ensuring personalised support for all pupils and strive to create an environment where every child can believe in themselves, achieve their goals and develop the skills necessary to succeed in their future.

Melrose Learning Trust to appoint an enthusiastic and dedicated Teaching Assistant (with PE) Apprentice to inspire and support pupils within our school. The successful candidate will be compassionate and caring and will play a vital role in providing inclusive support to pupils with a range of learning needs, ensuring all children have equal access to education and opportunities for success, specifically in relation to Physical Education and wellbeing.

This is an exciting opportunity for anyone wanting to work in a brilliantly supportive, inspiring, and enjoyable working environment, giving you the opportunity to make a positive difference to the lives of young children every day.

**Key Responsibilities:**

- Supporting PE throughout the school
- Helping to deliver lunchtime clubs
- Helping to deliver after school clubs
- Support the preparation of school teams for festivals and competitions
- Taking small groups of children for activity
- Support the administration of PE and School sport
- Support within other curriculum areas if required
- Maintain sports noticeboard
- Maintain PE equipment cupboard
- To work collaboratively with class teachers
- To undertake training with Educational & Sporting Futures and Go Well and complete portfolio work (in-person and virtually)
- To maintain the professional conduct expected of a member of school staff and adhere to all school policies at all times

- To undertake the responsibility to safeguard pupils
- Observe and implement all relevant legislative requirements including Health and Safety at Work Act
- To undertake other reasonable tasks requested by the Headteacher
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude

**Our ideal candidate will:**

- Some experience of working within a Primary Education setting
- A passion for working with children and a commitment to promoting well-being and academic development ensuring every pupil is supported to fulfil their potential and flourish in education
- Have excellent communication and interpersonal skills, with the ability to form strong and supportive relationships with children
- Demonstrate patience, empathy and a positive attitude towards overcoming challenges
- A resilient, proactive and positive nature
- High levels of enthusiasm, energy and positivity when working with pupils
- Have the ability to create and maintain a safe and supportive sports environment
- (Desirable but not essential) Relevant qualifications or training within education, childcare or working with additional needs

**How to Apply:**
If you have the skills and drive to be successful in this role, please contact school on 01740 651599. If you need any further information, please contact us at: office@clevescrossprimary.org.uk

For more information about us, please visit www.clevescrossprimary.org.uk and www.easingtonprimary.org.uk

**Closing Date for Applications:** Friday 4th December
**Interviews:** Wednesday 8th December
**Position Available:** 4th January

*Melrose Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including an enhanced disclosure, satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. Melrose Learning Trust welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.*

# Level 3 Teaching Assistant (with PE) Apprentice Job Description

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|---|---|
| Post Title | PE and School Sport Apprentice |
| Job Purpose | • To assist in the delivery of PE and school sport<br>• To support small groups of children in activity<br>• To assist in the administration of PE and School Sport, eg. attendance at competitions and festivals<br>• To support other classroom based activities if/ when PE is not bei delivered |
| Reporting to | A named mentor in school and a named member of SLT |
| Working time | **Term time only 37hours per week** |
| Hours | **0815-1615 (Mon-Thurs)**<br>**0815-1545 (Fri)** |
| Salary/grade | **See GOV.UK for apprentice wage (dependant on age and experience)** |
| Main duties | • Supporting PE throughout the school<br>• Helping to deliver lunchtime clubs<br>• Helping to deliver after school clubs<br>• Support the preparation of school teams for festivals and competitions<br>• Taking small groups of children for activity<br>• Support the administration of PE and School sport<br>• Support within other curriculum areas if required<br>• Maintain sports noticeboard<br>• Maintain PE equipment cupboard<br>• To work collaboratively with class teachers<br>• To undertake training with Educational & Sporting Futures and Go Well and complete portfolio work (in-person and virtually)<br>• To maintain the professional conduct expected of a member of school staff and adhere to all school policies at all times<br>• To undertake the responsibility to safeguard pupils<br>• Observe and implement all relevant legislative requirements including Health and Safety at Work Act<br>• To undertake other reasonable tasks requested by the Headteach<br>• Ability to present oneself as a role model to pupils in speech, dres behaviour and attitude |
| Enhancing own knowledge, skills and understanding | • To attend training courses relevant to the post eg. Staff meetings, inset days, Educational & Sporting Futures/ Go Well training days and ensure continuance of personal and professional developmer |

# Level 3 Teaching Assistant (with PE) Apprentice Person Specification

| Criteria | | Essential | Desirable |
|---|---|---|---|
| **Application** | Submitted application for post advertised | * | |
| | Fully supported references | * | |
| **Qualifications & Professional Development** | 5 GCSEs (4-9 / A-C), including Maths and English | | * |
| | Committed to fulfilling Level 3 TA (with PE) Standard Apprenticeship requirements | * | |
| | Committed to further enhancing knowledge and skills | * | |
| | Basic First Aid Training | | * |
| **Knowledge & Experience** | Supporting coaching of other young people/children within a sporting organisation or school | | * |
| | An understanding of and commitment to safeguarding and the welfare of children | * | |
| | An understanding of child development and learning | | * |
| | Advanced knowledge and skills in the use of MS Word and Excel | | * |
| **Qualities & Values** | Excellent ICT skills and data input e.g. Word, Excel | * | |
| | Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. | * | |

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| | Excellent organisational skills. | * | |
| **Personal Attributes** | A passion for sport and recognise the impact it can have on physical and emotional wellbeing. | * | |
| | Able to follow direction and work in collaboration | * | |
| | Able to work as team member to achieve common goals | * | |
| | Able to work flexibly to support others and respond to unplanned situations. | * | |
| | Enthusiasm and self-confidence. | * | |
| | Able to follow direction and work in collaboration with line management and SLT | * | |

Cleves Cross Primary School
Together we can...

Melrose
+ LEARNING TRUST

