



Communicating Love; Inspiring our Community to Flourish



Apprentice Information Pack

Teaching Assistant Apprentice
St Gabriel's CofE Academy
Houlton
CV23 1AN



Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of Teaching Assistant apprentice at St Gabriel's Church of England Academy.

Our TA's play a major role in the provision for our pupils and the wider school, having a significant impact on the quality of educational opportunities, working with staff, pupils, parents and the community. This role provides the opportunity to work in a vibrant and highly-collaborative team to impact learning and progress with the chance to make a significant contribution to the smooth running and operation of the school, whilst gaining the skills and qualifications necessary to be a successful TA. St Gabriel's CofE Academy is a newly-opened primary school with around 250 pupils spanning the 4-11 age range. We are a growing school and as such are blessed with lots of opportunities for staff development.

At St Gabriel's we are dedicated to inspiring, challenging and supporting children to fulfil their potential, making them feel valued, loved and able to flourish. As a Church of England Academy, all of this is underpinned by our inclusive Christian ethos as we work for the common good of everyone, nurturing success for all. We are looking for professionals who share these values and would like to join a team committed to learning and growing personally and professionally.

Training as an apprentice at St Gabriel's will give you the opportunity to join a dedicated team of professionals who share a common purpose to make a difference in our community whilst investing in your own professional development.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. This will undoubtedly be a challenging yet rewarding position, offering you the chance to have a great impact on our pupils as you learn and train. If you feel inspired by the challenge, I would love to hear from you.

Andrew Taylor
Headteacher



Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We follow Jesus' teaching 'Love one another. As I have loved you,' and we aim to communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Job Description –Teaching Assistant Apprentice

Starting salary: Apprentice scale – Minimum £5.00 p/h
Pro rata; Term Time only + Teacher Training days.

Immediately responsible to: Teaching Assistants are managed by and are directly accountable to their line manager / phase leader. At all times Teaching Assistants will operate within school policies and procedures.



Purpose of the Job

As part of a programme of gaining a professional qualification: To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of delegation. This may involve planning, preparing and delivering learning activities for individuals or groups. Monitoring and assessment of pupils and recording and reporting on pupils' achievement, progress and development.

Duties and Responsibilities

Pupil Support

- Assess the needs of pupils and use developing knowledge and skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the school.
- Respond to individual needs.
- Promote independence and holistic development.
- Provide feedback to pupils in relation to progress and achievement.

Working in the Teaching team:

- Organise and manage learning environments and resources.
- Within an agreed system of delegation, plan learning opportunities to support pupils' development and progress.
- Evaluate pupil responses to learning activities through a range of assessment and monitoring strategies. Contribute to the assessment of pupils, the recording of progress and planning for next steps as part of the assessment cycle.
- Promote positive relationships and behaviour.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Working in the school team

- Fully adhere to school policies and procedures including the safe and effective running of the school, child protection, health and safety and security, confidentiality and data protection.
- Deliver out of school learning activities to enrich pupils' experience.
- Contribute fully to the life of the school.
- Be a point of contact for parents, developing positive relationships.

Other

- Maintain a commitment to professional development and training including outside of the apprenticeship.
- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Any other duties required by the Headteacher, which are within the scope of this post.

This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education, training and Relevant Experience		Essential	Desirable	Measured by:
	5 GCSEs, including Maths and English, Grade C or above or 4/5 grading	✓		Application
	Acceptance to Apprentice training provider course	✓		
	Current first-aid certificate		✓	
	Experience of working with primary aged children		✓	
Knowledge and Skills				
	Excellent interpersonal skills with adults and children	✓		Application and interview
	Excellent organisation		✓	
	Excellent oral and written communication		✓	
Personal Qualities				
	Positive, resilient and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative	✓		
	Kind and approachable	✓		
	Good attendance record	✓		
Additional				
	Commitment to involve parents and the community in the life of the school	✓		Application and interview
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		
	Commitment to upholding and promoting the school's ethos and values	✓		

	An understanding of and proactive commitment to promoting equal opportunities for all	✓		
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. **The post holder will be required to take responsibility for and uphold a culture of safeguarding within the school community.***

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H Wilmot at om@stgabrielscofeacademy.org



Contact Details

Completed applications and supporting documents should be sent via email to:

office@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application then please phone

01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire