

Apprenticeship Vacancy Matching Service - Vacancy Template

Step 1 of 4

Vacancy Title	Apprentice Teaching Assistant
Employer Name This should be the employers full registered name	Employer Name: Suffolk County Council Trading Name: Worlingham Church of England Voluntary Controlled Primary School ERN: 918870879
Vacancy Short Description The short description is read by Candidates when they view the initial search results. It should give enough detail to either entice the Candidate to read more (the full description) or know that this vacancy was not what they were looking for.	(maximum number of characters 350, with spaces) An exciting opportunity to start and develop a career in teaching and education - training to provide a key role in teaching support - while working at Worlingham Church of England Voluntary Controlled Primary School.
Vacancy Full Description Description of vacancy to identify: The role and how it fits within the organisation. The department, area or team that the vacancy applies to. Key responsibilities.	<p><u>Support for pupils:</u></p> <ul style="list-style-type: none"> • Undertake a range of more specialised tasks to support learning e.g. supporting literacy and numeracy work, listening to reading etc. • Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs • As appropriate, look after sick/upset pupils and attend to physical needs • Undertake first aid • <p><u>Support for the teacher:</u></p> <ul style="list-style-type: none"> • Provide support for the teacher during lessons, e.g. through directed work on the Literacy or Numeracy strategy and other curriculum areas, or supervising small groups of pupils whilst the teacher is carrying out assessments • Maintain records of pupil needs and progress • Assist teaching staff to ensure that the aims and objectives of the school are achieved • <p><u>Support for the curriculum:</u></p> <ul style="list-style-type: none"> • Undertake tasks to support the curriculum and assist with events organised as part of the curriculum • Support implementation of Government initiatives under the direction of the teacher • <p><u>Support for the school:</u></p> <ul style="list-style-type: none"> • Attend and contribute to appropriate review meetings, if required by the Head Teacher • <p>The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the existing level of responsibility vested in the post.</p>

	<p>The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.</p> <p>Other than the requirement of some college attendance, some of which can be undertaken remotely, to support the end point assessment process the Level 3 Teaching Assistant Apprenticeship Standard training programme is primarily delivered in the workplace.</p>																												
Weekly Wage £ (Which must be equal to a minimum of £4.30 per hour)	Total Weekly pay: £129.00 (30 hours per week x £4.30 per hour)																												
Working Week ✓ This must set out: Working days, start and finish times of shift work and summary of the hours.	<table border="1" data-bbox="448 1025 1520 1137"> <tr> <td>Mo</td><td>6</td> <td>Tu</td><td>6</td> <td>We</td><td>6</td> <td>Th</td><td>6</td> <td>Fr</td><td>6</td> <td>Sa</td><td>x</td> <td>Su</td><td>x</td> </tr> <tr> <td colspan="2">08.30 – 15.30*</td> <td colspan="2">* 1 hour break</td> <td colspan="2"></td> </tr> </table> <p>Total Number of Hours Paid Per Week: 30</p>	Mo	6	Tu	6	We	6	Th	6	Fr	6	Sa	x	Su	x	08.30 – 15.30*		08.30 – 15.30*		08.30 – 15.30*		08.30 – 15.30*		08.30 – 15.30*		* 1 hour break			
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Future Prospects This should be completed so that candidates can see the opportunities which the vacancy could lead to, but this must be realistic. A low starting wage may be offset by the prospects.	<p>It is intended that this qualification will be the beginning of a career in education. We would hope to offer a permanent position on completion of the apprenticeship dependant on establishment requirements at the time. If this is not possible every help will be given to secure a position at another school.</p>																												
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<p>Employer Description</p> <p>This should clearly describe what the employer does, Please reflect the size, location and environment where possible.</p> <p>(If this information is available on, and can be taken from, the company's website - by cutting and pasting - please state accordingly).</p>	<p>Worlingham is a Church of England Voluntary Controlled Primary School with a delegated budget for children aged 4-11 years. Reception children are admitted at the beginning of the school year in which they become 5.</p> <p>Our newly refurbished site offers a wealth of indoor learning spaces including a Discovery room, Music room, Sports hall and large exhibition spaces.</p> <p>We have a variety of outdoor playing spaces, both grass, hard surfaced and apparatus.</p> <p>Outside organisations utilise the school hall and sports hall for community functions eg. Julie Ash School of Dance, W.I., Slimming World and Worlingham Parish Council.</p>							
<p>Employer Website</p>	<p>www.worlingham.org</p>							
<p>Vacancy Location ✓</p>	<p>Specific Location</p>	<p>✓</p>	<p>Multiple Locations</p>					
<p>Contact Name</p> <p>Please provide these details for the main contact for the Employer</p>	<p>Title</p>							
	<p>First Name</p>	<p>Lisa</p>						
	<p>Surname</p>	<p>Hughes</p>						
	<p>Position</p>	<p>Bursar</p>						
	<p>Telephone</p>	<p>01502 712375</p>						
	<p>Email Address</p>	<p>lhughes@wcevcps.org</p>						
<p>Employer Address</p> <p>Please provide the full address, including postcode</p>	<p>Garden Lane, Worlingham, Beccles, Suffolk NR34 7SB</p>							
<p>No. of vacancies ✓</p>	<p>One</p>	<p>✓</p>	<p>Two</p>		<p>Three</p>		<p>Other</p>	
<p>Occupation Type e.g. engineering</p>								
<p align="center">Training to be Provided by the College (for College staff use only)</p>								
<p>Vacancy Type ✓</p>	<p>Level 2 Apprenticeship</p>				<p>Level 3 Apprenticeship</p>		<p>✓</p>	
<p>Title of Apprenticeship Standard</p>								
<p>Teaching Assistant</p>								
<p>Subsidiary Functional Skills Aims</p>			<p>Awarding Body</p>	<p>Y (Yes) or N (No)</p>			<p>Level</p>	
<p>Functional Skills qualification in English</p>			<p>Pearson</p>	<p>N</p>			<p>2</p>	
<p>Functional Skills qualification in Mathematics</p>			<p>Pearson</p>	<p>N</p>			<p>2</p>	
<p>College Certificate in Equality and Diversity</p>								
<p>Level 3 Teaching Assistant Apprenticeship Standard.</p>								
<p>Expected Apprenticeship Duration</p>			<p>Up to twenty four months</p>					

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<p>Skills required</p> <p>List the key skills (technical and soft skills) sought.</p> <p>Whilst this field is optional it is strongly recommended that any expectations are stated. This will result in the most suitable Candidates applying for your vacancy.</p>	<ul style="list-style-type: none"> • Good communication skills; an ability to cope well under pressure; the capability to work well as a part of a team and to use your own initiative. • You should be focused and personable • You must have a professional manner and will always be ready to listen and help where you can
<p>Personal Qualities</p> <p>Identify the key personal qualities required for the role.</p> <p>Whilst this field is optional it is strongly recommended that any expectations are stated. This will result in the most suitable Candidates applying for your vacancy.</p>	<ul style="list-style-type: none"> • Good communication skills; an ability to cope well under pressure; the capability to work well as a part of a team and to use your own initiative • You should be focused and personable • You must have a professional manner and will always be ready to listen and help where you can
<p>Desired qualifications</p> <p>List the key qualifications required for this role. The minimum entry requirement, for an Apprentice with East Coast College, is four GCSE's at grade D or above. Please stipulate if you require a higher level e.g. GCSE Maths at grade C.</p>	<p>To be considered for this post applicants must have, as a minimum, 4 GCSE's: with English and mathematics at Grade 4/C or above (or the equivalent) and two other subjects at grade 3/D or above (or the equivalent).</p> <p>As part of the pre-employment check process, proof of qualifications will be required.</p>
<p>Things to Consider</p> <p>This should be completed when it is important for the candidate to be aware, for example, that the vacancy will be based outdoors or will involve long periods of working on a computer.</p>	<p>This position is term time only and you will be required to work 38 weeks of the year (plus 5 inset days) with the salary paid on a pro rata basis.</p> <p>All appointments are made subject to satisfactory reference checks - prior to appointment - and you will be required to undergo a Disclosure and Barring Service (DBS) check and identity evidence must also be provided.</p>
<p>Important Other Information</p> <p>For example: Working away, Travel Shift work, Study for additional examinations.</p> <p>If there is any other information that you feel Candidates need to know enter it here. E.g. they will be required to work one Saturday per month.</p>	<p>Please see the <i>Important Other Information Continued</i> section on the next page.</p>

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Two Vacancy Specific Questions You may wish to ask two additional questions on the application form. These need to be appropriate to the vacancy and/or help to identify a candidate's wider attributes and motivations. You can discuss these with your Learning Provider.	Question 1: How do you plan to travel to work and what is the distance to travel?
	Question 2: What interests you in working with children?
An example that can be used is:	Which phone number can we contact you on to arrange an interview? Please enter it here.

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Closing date	Wednesday: 13th October 2021
Possible start date	Monday: 1st November 2021
Important Other Information Continued Additional Notes	<p>The following will appear at the end of the Important Other Information section in the advertisement:</p> <p>BEFORE APPLYING FOR THIS POSITION PLEASE ENSURE THAT YOU RECORD FULL DETAILS OF ALL QUALIFICATIONS YOU CURRENTLY HOLD, IN THE AREA PROVIDED, AS THE FIRST STAGE OF THE PROCESS WILL BE TO ENSURE THE MINIMUM QUALIFICATION CRITERIA IS MET.</p> <p>Applications direct to the employer will not be considered – please apply using the on-line matching system.</p> <p>Training on the apprenticeships programme is expected to be one hundred percent funded by levy paying employers, from their digital account. Levy payers that exhaust their digital accounts will be invoiced separately for any fee over and above the amount available from their digital account.</p> <p>There are eligibility criteria for government funded apprenticeship schemes that apply and therefore applicants must be aged 16 or above, have been resident in the UK/EU for the last 3 years, must not possess a Degree, Level 4 qualification (in a similar discipline) or above or already be in any form of formal government-funded education.</p> <p>On the 1st October 2010 a National Minimum Wage (NMW) for apprentices was introduced for young people aged 16-18 and those aged 19 and over in the first year of their Apprenticeship. The NMW is currently £4.30 per and applies to time working plus time spent training as this is also part of the Apprenticeship. Anyone not covered by the age category above will be entitled to the NMW appropriate to their age. www.gov.uk/national-minimum-wage-rates</p> <p>Please, to avoid disappointment, apply as soon as possible as the vacancy may close before the advertised closing date.</p>