



BORDESLEY MULTI ACADEMY TRUST

### **APPRENTICESHIP - PROGRESS ASSISTANT (TEACHING ASSISTANT)**

To work in a supported learning environment to develop the skills and knowledge which will assist the apprentice to complete their qualification and secure employment and progress in their career in the future.

To work as part of the Learning Support Team in providing support services to students.

To undertake a development programme leading to a National Vocational Qualification Level 3 as part of an apprenticeship.

To actively participate in their own development plan which will be agreed with the line manager and the assessor from the training provider

To take part in meetings, supervision, training as requested by the line manager

<b>Working Week (Days and Hours)</b>	Monday – Friday, (35 hours per week)
<b>Weekly Wage</b>	£4.85 per hour
<b>Vacancy Type</b>	Temporary, term time only
<b>Expected Duration</b>	12 – 15 months

### **MAIN DUTIES AND RESPONSIBILITIES**

As directed, undertake a work programme in the Learning Support department to develop practical skills and knowledge of supporting student learning, including (but not limited to):

- Supporting individual and group learning in the classroom under the guidance and instruction of the teacher
- Assist in preparing resources to aid student learning, under the guidance of colleagues
- Assist departments in delivering enrichment/extra-curricular activities
- Work with colleagues to facilitate and promote the use of the School Library, including the issue and return of books and resources and overseeing the printing/copying facilities

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of duties or level of responsibility entailed.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- To play a positive role in the life of the school community;
- To maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- To promote parental and community involvement in the life and work of the school;
- In all contacts the post holder will be required to present a good image of the school as well as maintaining constructive relationships;
- **Bordesley MAT is committed to the safeguarding of young people and an enhanced DBS disclosure will be required for this position**

### **DESIRED SKILLS**

- Good standard of spoken and written English
- Educated to at least good GCSE standard
- Good IT & keyboard skills
- Good verbal communication skills and ability to interact with **all** students

### **DESIRED PERSONAL QUALITIES**

- Reliable
- Punctual
- Ability to follow spoken and written instructions
- Willingness and ability to respond positively to feedback and constructive criticism
- Sense of humour and positive, “can do” attitude
- Excellent organisational skills

Enthusiastic, committed to the work involved and completing the apprenticeship qualification

### **DESIRED QUALIFICATIONS**

- Holds GCSE Maths & English - Grade 5 or above

To register interest in this apprenticeship, please complete the non-teaching application form and return to [HR@trinityhigh.net](mailto:HR@trinityhigh.net)