



# Thornhill Primary School

## Level 3 Teaching Assistant Apprenticeship Recruitment Pack



*'Help Yourself and Others to Learn'*



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# L3 Teaching Assistant Apprenticeship

## Thornhill Primary School

Term: **24-month Fixed Term**

Contract: **Term Time Only + 2 weeks**

Hours: **35 hours per week**

Grade: **London Living Wage (LLW)**

Salary: **£21,815 (actual salary)**

Required for: **September 2024**

Advert

Are you an enthusiastic person looking for an opportunity to gain valuable learning-based work experience along with the chance to undertake a qualification at the same time? Are you looking for your first step on the ladder of work where you can learn, develop and gain valuable experience for your future career?

Islington Council and Islington schools offer a wide range of high-quality Apprenticeship Pathways that combine working in a great job, comprehensive training and development opportunities, and a competitive salary.

The Teaching Assistant Apprenticeship Pathway consists of a 24-month long opportunity to build on your knowledge, experience and apply your 'can-do' attitude whilst working towards a Teaching Assistant Level 3 qualification. Following the initial application process, successful applicants will join Thornhill Primary School where you will take part in an assessment day; Maths and English test, pupil focused activity and an interview.

### The ideal candidate

This apprenticeship is ideal for those who enjoy supporting children in their learning, both inside and outside of the classroom and are passionate about children's education.

The ideal candidate will be interested and motivated to complete a development programme leading to a Level 3 apprenticeship qualification. The successful candidate will constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with their own development and that of the role. The candidate will have the ability to display sensitivity and maintain confidentiality and adhere to the school and Islington council policies.

**The Job** - Working as a Thornhill Primary School Apprentice for the School you will:

- Raise standards of achievement for students by providing support to through 1-1 and group activities whilst additionally supporting teaching staff.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance

- Promote the inclusion and acceptance of all pupils within the classroom
- Support programmes for teaching literacy and numeracy and assist pupils to access the full curriculum
- Supervise pupils in the playground and organise play time activities.
- Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
- Where necessary, support with extra-curricular activities ranging from breakfast and lunch clubs to sports days and school trips.
- Develop strong professional relationships with your own team and with others we work alongside and to whom we provide services.

**Training and Development** – Within your role you will:

- Complete a Level 3 Teaching Assistant Apprenticeship funded by the School. This will be a blended learning approach which will include self-study, interactions with your training provider on a face to face/online basis and undertake remote learning whilst completing tasks in the workplace. Dedicated time will be given to you to support your development
- Join the apprenticeship personal and professional development programme that will involve a series of varied development activities and events throughout your apprenticeship with the School

### **Working in Thornhill Primary School**

We appreciate and value our employees and recognise the importance of a motivated and supported workforce. We will support your development through the activities mentioned above and through the ongoing support of your manager and a mentoring programme. In addition to the competitive salary, the school offers a wide range of benefits such as: discounted gym membership, Techscheme, Cycle Scheme, free eye test and Employee Assistance Programme.

Your training will be supported in the workplace by allowing dedicated time in your working week to focus on your studies in addition to having access to a network of colleagues from within the school and the training provider to support your development journey.

### **Moving on**

After you have successfully completed your Apprenticeship Pathway you will have gained valuable workplace experience and attained a professional qualification which will improve your chances of finding work either within the school, Islington Council or with another employer or help you move on to a higher-level apprenticeship elsewhere. You will have networked across the organisation and be aware of the internal job market during your time with us and we will provide support on your approach to the wider job market as part of your development programme.

**How to apply** – To apply for this apprenticeship, you must:

- Be aged 16 or above AND
- An Islington resident or Islington care leaver or a student at an Islington secondary school currently or within the last 12 months.

You will also need to satisfy the following course entry requirements:

- Not already have a qualification at the similar level or above in this apprenticeship subject
- Not have extensive skills or experience in this apprenticeship subject.
- Pass the course entry tests for example in maths and English
- Provide evidence of entry requirement

As part of the recruitment process you must also meet the course entry requirements of the Apprenticeship and this may result in further assessments undertaken by the training provider.

For an informal discussion about the post, contact Burcu Melemez at [thornhill@thornhill.islington.sch.uk](mailto:thornhill@thornhill.islington.sch.uk) or by telephone 0207 607 4162.

**Application Closing Date: Midnight, Sunday 14<sup>th</sup> July 2024**

**Shortlisting Date: Monday 15<sup>th</sup> July 2024**

**Interview Date: Wednesday 17<sup>th</sup> July or Thursday 18<sup>th</sup> July 2024**

**Assessment Day: TBC to successful candidate**

**Apprenticeship Start Date: 1<sup>st</sup> September 2024**

**To apply:** Follow the jobs link <https://jobs.islington.gov.uk/vacancies/690/13-teaching-assistant-apprenticeship.html>

#### **Additional support with your application**

For an informal discussion about apprenticeships at Islington schools please contact, Peter Hoang on [apprenticeships@islington.gov.uk](mailto:apprenticeships@islington.gov.uk).

An information session is being held regularly for any residents who would like a chance to find out more about the role before applying and we can also offer some application guidance. Please register your details on by clicking on the [apprenticeship information session link](#)

If you are an Islington resident who would like support with your application, please contact the iWork Team on 020 7527 3559 or email [iWork@islington.gov.uk](mailto:iWork@islington.gov.uk)

***Thornhill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations. An online search will be conducted on shortlisted candidates.***

# L3 Teaching Assistant Apprenticeship

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Term: **24-month Fixed Term**

Contract: **Term Time Only + 2 weeks**

Hours: **35 hours per week**

Grade: **London Living Wage (LLW)**

Salary: **£21,815 (actual salary)**



## Job Description

### PURPOSE OF THE POST

To support teaching and learning and ensure standards are high by making a strong contribution to pupils' achievement. You will work in a supported learning environment to develop the skills and knowledge required for a Teaching Assistant apprentice. We will assist you to complete a Teaching Assistant qualification and progress in your future career.

### DUTIES AND RESPONSIBILITIES

1. Undertake a development programme leading to a Level 3 qualification as part of an apprenticeship.
2. Actively participate in your own development plan under the supervision of your line manager and the training provider.
3. To work under supervision to learn teaching assistant best practices including:
  - Establish productive working relationships with Pupils, acting as a role model and setting high expectations
  - Support programmes for teaching literacy and numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, short term goals and learning objectives.
  - At the direction of the Class Teacher/Phase Leader, to help to organise activities, prepare resources and implement strategies for teaching and learning.
  - Under the guidance of the Class Teacher/Phase Leader, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability. - This may include small group or 1:1 work
  - Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
  - Supervise pupils in the playground and organise play time activities.
  - Undertake any other reasonable duties from time to time as may be directed by the Class Teacher, HLTAs or Senior Leadership Team.
4. Respond to parents and teacher requests on student progress and development.
5. Constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with your own development and that of your role. Undertake other duties compatible with your learning and development as required

## ADDITIONAL

6. Use information technology systems to carry out duties in the most efficient and effective manner.
7. Achieve personal appraisal targets, as agreed by your line manager.
8. To abide by agreed professional behaviours and attitudes in accordance with Thornhill's Staff Protocol and School's Code of Conduct.
9. To contribute to the development of the school's vision, values and aims and to uphold, support and to demonstrate this commitment in the way duties are carried out.
10. Ensure that duties are undertaken with due regard and compliance with the Child Protection, welfare and safeguarding requirements.
11. Carry out duties and responsibilities in accordance with Thornhill's Health and Safety Policy and relevant Health and Safety legislation.
12. At all times, carry out responsibilities/duties within the framework of Thornhill's Equal Opportunities Policy.

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## Person Specification

The person specification is an overview of the skills, knowledge and experience required of an apprentice. Your application will be assessed on how well you meet the specification set out below. In your application form, make sure that you answer each question referring to the requirements below and provide evidence of this to support your answers. You can draw on your experiences gained through work, study or other activities to help you provide this evidence in your application.

### REQUIREMENTS

EDUCATION AND EXPERIENCE		
<b>E1</b>	Interest and motivation to work within a school as a Teaching Assistant.	<b>A/AD</b>
<b>E2</b>	Ability to meet the entry requirements of the level 3 course attached to this apprenticeship; A minimum of 5 GCSE qualifications at A to C grade including Math's and English or equivalent.  To attend and undertake the studying and coursework required to complete the course.	<b>A/E</b>
KNOWLEDGE, SKILLS AND ABILITY		
<b>E3</b>	Ability to communicate and to present information clearly and concisely both verbal and written, with good attention to detail.	<b>A/AD</b>
<b>E4</b>	Proven Basic IT skills and ability to learn new systems.	<b>A</b>
<b>E5</b>	Ability and willingness to follow instruction and learn new tasks.	<b>A/AD</b>
<b>E6</b>	A positive attitude towards teamwork and able to work as part of a team.	<b>A/AD</b>
<b>E7</b>	Willingness to learn and to take responsibility for your own development.	<b>A/AD</b>
<b>E8</b>	Ability to organise own workload and meet deadlines.	<b>A/AD</b>
<b>E9</b>	Excellent timekeeping skills, able to attend work and college at required times.	<b>A/AD</b>
<b>E10</b>	Commitment to completing the apprenticeship and obtaining a qualification.	<b>A/AD</b>
<b>E11</b>	Ability to display sensitivity and maintain confidentiality.	<b>A</b>
<b>E12</b>	Ability to adhere to the Council's Dignity for All policy.	<b>A/AD</b>
SPECIAL REQUIREMENTS OF THE POST		
<b>E13</b>	This role will require you to obtain through us an Enhanced satisfactory clearance from the Disclosure and Barring Service.	<b>E</b>
<b>E14</b>	Eligibility to the apprenticeship scheme is open to Islington residents, Islington care leavers or former Islington school students within the last 12 months.	<b>A/E</b>
<b>E15</b>	Currently unemployed or working no more than 16 hours a week.	<b>E</b>
<b>Assessed by: A = Application, AD = Assessment Day, E = Eligibility test</b>		





## How to Apply

### Application Deadline

Completed application forms must be received by **Midnight, Sunday 14<sup>th</sup> July 2024**

To apply, follow the jobs link <https://jobs.islington.gov.uk/vacancies/690/I3-teaching-assistant-apprenticeship.html>

**Please note that CVs and hard copy applications will not be accepted.**

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Visits

Informal visits to the school are welcome and encouraged and can be arranged with the School Office. Please email [thornhill@thornhill.islington.sch.uk](mailto:thornhill@thornhill.islington.sch.uk) or call 020 7607 4162.

### Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place on the **Monday 15<sup>th</sup> July 2024**. Shortlisted candidates will be invited to interview on **Wednesday 17<sup>th</sup> or Thursday 18<sup>th</sup> July 2024**

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. As part of Safer Recruitment, there will be a **social media check** done on all shortlisted candidates. Information on this will be sent with the invite to interview email.



## School Location

### School Address:

Thornhill Primary School  
Thornhill Road  
Barnsbury  
London  
N1 1HX

### Nearby stations:

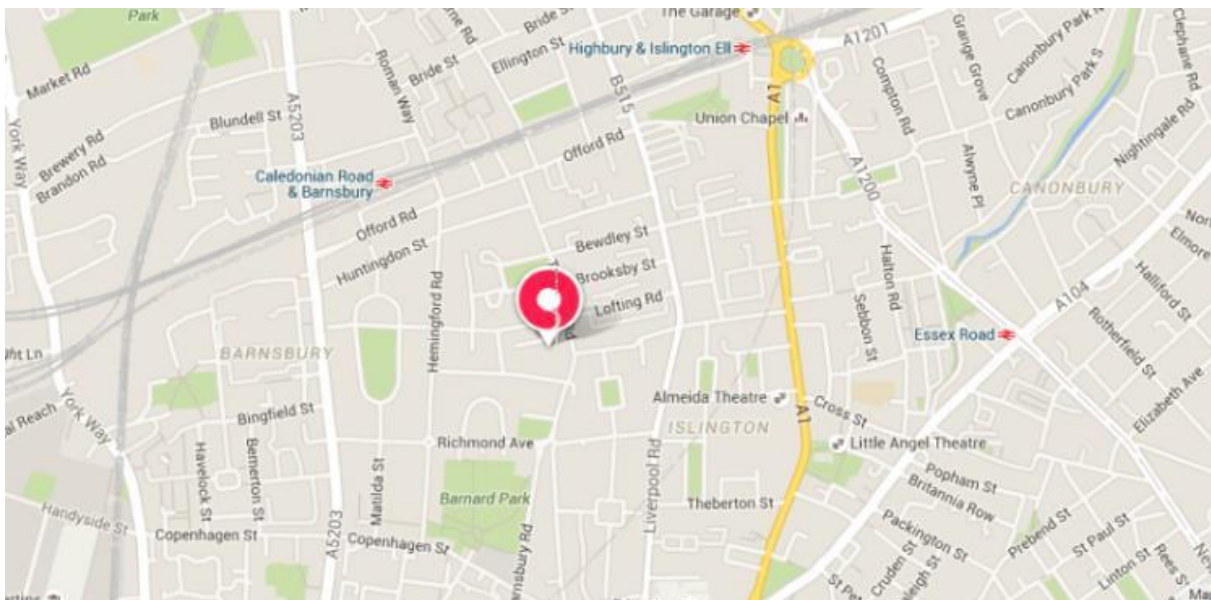
Angel (Northern Line)  
Caledonian Road & Barnsbury (Overground)  
Caledonian Road (Piccadilly Line)  
Highbury & Islington (Victoria Line, Overground)  
Kings Cross St. Pancras (Circle, Metropolitan,  
Hammersmith & City, Northern, Piccadilly and Victoria  
Lines)

### Website:

[www.thornhill.islington.sch.uk](http://www.thornhill.islington.sch.uk)

### Islington

Further information about Islington borough is available at [www.islington.gov.uk](http://www.islington.gov.uk)





## Thornhill Primary School

Thornhill Road, Islington, London, N1 1HX

Tel: 020 7607 4162

Email: [thornhill@thornhill.islington.sch.uk](mailto:thornhill@thornhill.islington.sch.uk)

Website: [www.thornhill.islington.sch.uk](http://www.thornhill.islington.sch.uk)

