



**North East  
Learning Trust**

**Teaching Assistant Apprentice  
Diamond Hall Junior Academy**  
Applicant information pack

**Teaching Assistant Apprentice  
Level 3**  
**Required asap**  
**Fixed Term Contract 21 months**  
**37 hours per week, Monday – Friday**  
**Term Time Only**  
**Actual Salary £8,997 - £11,380** (depending on age)  
**£10,418 to £13,177 (FTE)**

Diamond Hall Junior Academy is part of the North East Learning Trust and are offering an Teaching Assistant Apprenticeship opportunity to come and learn and work in our school.

At North East Learning Trust our ambition is to continually improve the experiences and outcomes for all the 7500 children across our eleven schools. We look to achieve this by supporting each school we sponsor on a journey towards becoming outstanding both in the view of Ofsted and as judged by performance outcomes, enrichment opportunities and the day-to-day experiences of students as learners and of staff as our employees.

Diamond Hall Junior Academy is a positive and happy school where the development of the whole child is paramount. As a team, we ensure children are given every opportunity to thrive in an environment of high aspirations, care and mutual respect. Their work is valued and celebrated and all children, regardless of their abilities are of equal worth.

As a Teaching Assistant Apprentice, you will gain excellent experiences of working in a classroom as well as gaining your qualification. You will support the teaching and learning our children supported by our dedicated school team. Sunderland College will work with you to support you through your qualification.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

**We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

**We will offer you:**

- National Terms and Conditions of Employment
- Local Government Pension
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

**The successful candidate will:**

- Have Maths and English qualification at grade 9-4 / A-C (or equivalent).



- Have good IT skills.
- Be keen to learn.
- Be proactive and self-motivated.
- Have a flexible approach to work.
- Be a good communicator.

**Deadline: Monday 4<sup>th</sup> March 2024 12pm noon**

Interviews taking place: Tuesday 12<sup>th</sup> March 2024

**How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to [bethany.brockwell@sacristonacademy.co.uk](mailto:bethany.brockwell@sacristonacademy.co.uk) or by post to Beth Brockwell, Primary Senior Office Manager, Diamond Hall Junior Academy Well Street Sunderland SR4 6JF. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



# Job description

**Post title:** Teaching Assistant Apprentice  
**Responsible to:** Headteacher  
**Salary Band:** Apprentice Grade

## Job Purpose:

Under the guidance of the class teacher, this apprenticeship will involve working with students to support the class teacher to enhance pupils' learning, ensuring students understand the work set, know their learning objectives and stay on task in order to make progress.

## Duties and Responsibilities:

- To learn and assist with:
  - Raising the achievements of all pupils.
  - Pupil wellbeing and pupil personal development.
  - The quality of the provision of activities for pupils to encourage their physical, intellectual, emotional, and social development.
  - Supervising and assisting individuals or small groups of pupils in activities set by class teachers or SENDCo.

## General

- To complete the Teaching Assistant Apprenticeship– Level 3.
- To attend any in house training, meetings and college as and when required.
- To develop a good working relationship with colleagues.
- To work within North East Learning Trust's Vision, Mission and Professional Behaviours.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the



Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person Specification Teaching Assistant Apprentice Level 3

|                                | Essential                                                                                                                                                                                                                             | Desirable                                                                                                                                                 |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education/training             | <ul style="list-style-type: none"> <li>Maths and English grade 9-4 / A-C or equivalent</li> <li>A commitment to continuous professional development</li> </ul>                                                                        |                                                                                                                                                           |
| Experience                     |                                                                                                                                                                                                                                       |                                                                                                                                                           |
| Skills, Knowledge and Aptitude | <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Good organisation skills to prioritise workload and course work</li> <li>Good IT skills and some knowledge of Microsoft word and excel</li> </ul>           | <ul style="list-style-type: none"> <li>Some understanding of safeguarding and child protection, as well as data protection and confidentiality</li> </ul> |
| Personal qualities             | <ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Self-motivation</li> <li>Reliable</li> <li>Proactive</li> <li>Positive attitude</li> <li>Flexible approach</li> <li>Works well within a team</li> </ul> |                                                                                                                                                           |

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

