



## Job Description Apprentice Teaching Assistant Level 3

Vacancy Title	Apprentice Teaching Assistant Level 3
School Name	Sandgate School
Hours	32.5 hours per week
Contract Length/Type	15 months
Rate of Pay	£7.55
Closing date	18/06/2025

Sandgate is a special school for children and young people between the ages of 3 and 19. Up until the age of 14, students are educated at the Sandylands Road site. Our older students make the transition to the Sandgate Upper school where they are taught in and around a busy secondary school environment in their own classroom bases. Our school has a large catchment area and accepts students with severe, profound and complex needs. Our students are diverse in terms of their abilities, interests, strengths and sense of humour. Students often need help throughout the day in terms of support in lessons, managing their own needs, help with feeding, dressing and toileting and learning how to communicate and interact appropriately with others. No two days are the same.

### Key Accountabilities

You will be based in a class of students with a range of special educational needs and help support teaching, learning and care by working with individuals or small groups of pupils. You will build relationships with the staff and team and students and help to develop the students to their greatest potential. You will receive taught sessions and support from a college tutor to help you achieve your apprenticeship.

### Duties may include:

- Support to implement learning activities working with individual or small groups of pupils
- Support to assist the development of varying skills that support pupils' learning.
- Support in producing learning resources
- Support to assist in pupil supervision
- Support in monitoring and recording of pupil progress and developmental needs. □
- Reporting pupil progress to the teacher
- Work within the schools policy and procedures
- Working to the relevant apprenticeship framework and completing work in a timely manner.
- To undertake any of the duties normally associated with a Teaching Assistant to support with their training and development.

## Skills and Experience

Experience of or interest in working with or caring for children of a relevant age in a voluntary or work experience capacity is desirable.

The successful candidate would also have the following skills:

- Good communication skills
- The ability to think for yourself and problem solve issues
- The ability to be flexible and adaptable
- The ability to work in a large team
- A professional approach and manner
- Apprentices at our school need to be able to listen to staff and students and understand what the students need from them.
- You will need : patience; a calm manner and approach; a sense of humour; a willingness to learn; and an interest in individuals, how they learn and how to motivate them.

Applicants wishing to apply for this position ideally need GCSE English & Maths Grade 4 (or above) or Level 2 functional Skills.

## Other

The successful apprentice will be expected to apply themselves to the apprenticeship with commitment and diligence.

The apprentice will also be required to commit to the school's values and ethos.

## Apprenticeship

As part of this role the successful candidate will be expected to work towards completing the apprenticeship standard. Teaching Assistant Level 3.

The successful candidate will also be required to complete functional skills initial assessments in Maths and English. Maths and English functional skills must be completed as part of the apprenticeship, if prior achievement at GCSE C/4 has not previously been achieved.

## Person Specification Form

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (Application form (AF), Interview (I), Reference (R), Initial Assessment (IA))
<b>Qualifications</b>  Have achieved a minimum of Maths and English GCSE A-C/4 or equivalent, if not already achieved the ability to work towards achieving functional skills level 2.	D	AF/IA
<b>Experience</b>  Experience of working with or caring for children of a relevant age.  Experience of working in a relevant classroom/service environment  Experience of supporting pupils with challenging behaviour	D  D  D	AF/I  AF/I  AF/I
<b>Knowledge/skills/abilities</b>  Ability to relate well to children  Ability to work as part of a team	E  E	AF/I  AF/I

Good communication skills	E	AF/I
Ability to assist pupils	E D	AF/I
Time management skills	D	AF/I
Organisational skills	D	AF/I
Knowledge of classroom roles and responsibilities	E D	AF/I
Knowledge of the concept of confidentiality	D	AF/I
Administrative skills	E	AF/I
Ability to make effective use of ICT		AF/I
Flexible attitude to work		
Other		
Commitment to apply themselves to the apprenticeship with commitment and diligence	E	AF/I
Commitment to undertake in service development	E	AF/I
Commitment to sustaining good attendance at work	E	AF/I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I