



The Hinckley  
SCHOOL

# Teaching Assistant Apprenticeship

## RECRUITMENT PACK



# THE HINCKLEY SCHOOL



Thank you for your interest in a career with The Hinckley School. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

It is an exciting time to join The Hinckley School, an 11-18 provider proudly serving Hinckley and its surrounding areas. In September 2023, The Hinckley School was rated 'Good' in all areas by Ofsted. This Ofsted report demonstrates our ambition for our students, coupled with a strong sense of community and belonging. With planning approval now received for a new multi-million-pound STEAM build, bespoke year 7 and 8 areas and a refurbished sixth form, our school is committed to 'Building Brighter Futures'.



As our students' progress to GCSE and then onto A Level study, they experience high expectations and inspirational teaching, an extensive range of enriching activities beyond the classroom and a learning environment which fosters self-discipline and aspiration. A bespoke character education programme centred around PRIDE, alongside high-quality pastoral care and excellent academic provision, not only ensures that students graduate from The Hinckley School having secured the destinations of their dreams, but also with the characteristics, strong moral purpose and self-belief to succeed on the modern global stage.



The Hinckley School is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

## 1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

## 2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

## 3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

Due to the growth of our school we are looking to expand our team of dedicated professionals who excel in their field, who can support us to provide a high-quality educational experience for all. If you share our passion for building brighter futures then we would love to hear from you.

- Lisa Hickman, Headteacher

# THE FUTURES TRUST



Thank you for your interest in a career with The Futures Trust.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.



The Futures Trust is committed to building brighter futures for everybody within our trust and the communities we serve.

We are a thriving, vibrant and morally grounded organisation with a deep regard and commitment to our staff and the part they play in our success. We know that every person, no matter what role they perform, is essential to developing outstanding learners and in turn building outstanding schools. That is why we invest in the very best staff and ensure that they are supported carefully to reach their full potential and achieve their aspirations.

The Futures Trust is committed to the principle of excellence through collaboration and partnership. Our schools collaborate through a common desire to learn from each other, share experiences and be mutually supportive in order that exceptional educational experiences are provided for all our students. From this shared commitment and belief in mutual support we gain our sense of belonging.

It is an exciting time to join The Futures Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow. If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring students achieve their potential and build their own bright future. We look forward to hearing from you.



# JOIN OUR TEAM

<b>JOB TITLE:</b>	Teaching Assistant Apprenticeship
<b>OPPORTUNITY:</b>	<p>It is an exciting time to join The Hinckley School. We are seeking to appoint an enthusiastic, nurturing and positive Teaching Assistant Apprentice to support and enhance the teaching and learning of our pupils.</p> <p>You will have a flexible approach to work and be key in helping pupils achieve their full potential during their time at school. You will gain the support, knowledge and experiences needed to successfully complete an 18 month Teaching Assistant Apprenticeship.</p>
<b>REPORTING TO:</b>	SENDCO
<b>LOCATION:</b>	Based at The Hinckley School with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	National Apprenticeship Wage 32.5 hours per week, 39 weeks per annum Monday – Friday: 8:30am – 3.30pm (half an hour lunch unpaid)
<b>START DATE:</b>	ASAP
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul>

The Futures Trust and The Hinckley School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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# JOB DESCRIPTION

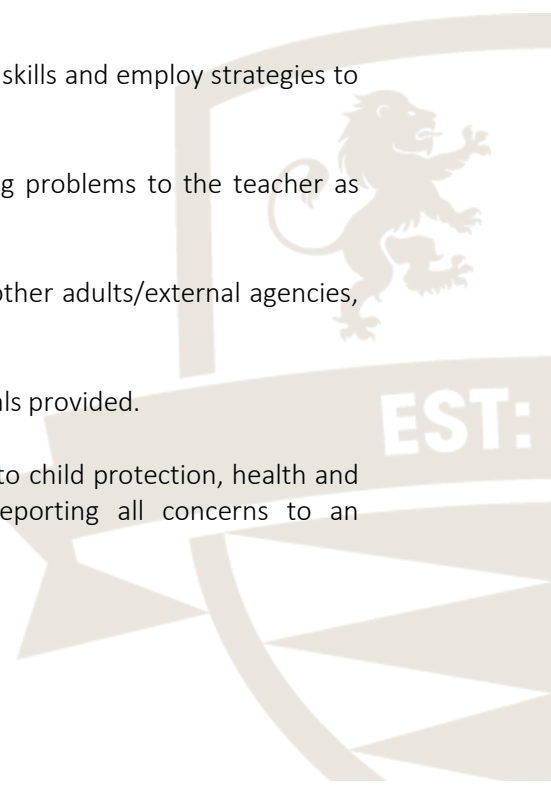
## Job Purpose

To support and contribute to the education and development of pupils by providing appropriate opportunities, care and supervision, ensuring that students are able to safely access all aspects of School life, and are able to achieve their full potential during their time at The Hinckley School.

Work with teachers to support and enhance the teaching and learning of small groups/individual students and ensure students make progress in line with their targets.

## Duties and responsibilities

- Liaise with teachers to address the needs of identified students by developing basic skills using resources to complement the learning process and strategies to encourage independent learning.
- Adapt materials to suit individual students with either specific or general learning needs.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Deliver bespoke interventions to small groups.
- Liaise with teachers and other staff at the school, to obtain, exchange and record information on the individual student's progress.
- Responsible for obtaining sufficient student specific information to assist in meeting individual student needs.
- Support the role of parents/carers in student's learning and contribute to meetings with parents/carers to provide constructive feedback on student progress.
- Establish productive working relationships with students providing feedback to them in relation to progress and achievement.
- Promote student independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.
- Establish and maintain relationships with families, carers and other adults/external agencies, such as speech and language therapists.
- Ensure that pupils are able to safely use equipment and materials provided.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits.
- Attend training sessions in accordance with the requirements of the College Director.
- Undertake general duties, e.g. word processing, preparing and copying where required student assessment reports, instructions, material or documents, photocopying and filing.
- Attend and participate in relevant meetings as required.

#### **Line management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties.

#### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the Teaching Assistant Apprenticeship.
- Be a role model to students, and understand and promote the aims of the School and the values of the Trust.



# PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Educated to Advanced Level / NVQ Level 2- 3 or equivalent</li> </ul>	Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Extremely organised; can prioritise and work well under pressure.</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals and parents</li> <li>IT literate including Microsoft word, excel and outlook.</li> <li>Confident in building and maintaining relationships with young children</li> <li>Team player who works well with colleagues</li> <li>Able to follow instructions and complete tasks set.</li> <li>Able to use own initiative.</li> <li>Demonstrated competence in numeracy and literacy.</li> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Able to maintain confidentiality and data security.</li> <li>Able to deal with situations calmly and efficiently.</li> </ul>		Application form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Some classroom experience, or relevant work with young people in one of a range of fields</li> </ul>	<ul style="list-style-type: none"> <li>Working to support classes in a secondary school environment</li> </ul>	Application form Interview Assessment



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	such as education, youth work, health and social work		
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of the nature of work undertaken by a secondary school.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the different ways' students learn.</li> <li>• Understanding of the needs and characteristics of young people.</li> </ul>	Application form Interview Assessment
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own continuous professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers</li> <li>• Values diversity and the unique contribution that every individual makes to the learning community</li> <li>• Demonstrates professionalism, loyalty and integrity</li> <li>• Able to work flexibly, and to attend meetings as required</li> </ul>		Interview Assessment





# HOW TO APPLY

CLOSING DATE:	9am Monday 28 <sup>th</sup> October 2024
INTERVIEWS:	TBC

If you wish to find out more about this role at The Hinckley School and a career within The Futures Trust please contact the Recruitment Team on – Tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- The Hinckley School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

