



# UTC Warrington

## Apprentice Teaching Assistant

### Candidate Information Pack





## **Vacancy: Apprentice Teaching Assistant**

**Job start:** January 2024 or sooner by negotiation

**Closing date:** Friday 29<sup>th</sup> November

**Interviews:** w/c 2<sup>nd</sup> December

**Actual salary:** £14,949 - £20,290 (Dependent upon age, qualifications and experience)

**Location:** Warrington

**Contract type:** Full Time (37 hours p/w) / Term-time only

**Contract term:** 18 month apprenticeship

### **Introduction**

A rare opportunity has arisen for the appointment of an Apprentice Teaching Assistant at UTC Warrington. We are an enriching and exciting place to work, with superb students, committed and highly skilled staff, and a focus on delivering the highest quality teaching. Our staff are our most valuable asset, and we foster a culture of continual professional development. We are seeking an enthusiastic, committed individual to join our team, and we welcome pre-arranged visits to the school from interested candidates.

### **The role**

We are looking for an outstanding and enthusiastic Apprentice Teaching Assistant to join our team at UTC Warrington. A passion for working with young people and the ability to motivate them are essential qualities we seek. The successful applicant will be professional, adaptable, and dedicated to delivering high-quality support.

Working with our KS4/KS5 students, the successful candidate will complete their Level 3 Apprenticeship over an eighteen-month period, supporting students with a range of learning needs and helping them achieve their educational goals. They will work closely with the SENDCo, gaining unique and valuable experience in all aspects of student support. This is an exciting opportunity for an aspiring individual to contribute meaningfully to students' development and preparation for the world of work.

### **About Us**

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019, securing a 'Good' judgement in all areas. UTC Warrington aims to become an 'Outstanding' institution by our next Ofsted inspection.

We are a school and sixth form with a strong focus and vision that prepares students for high-quality roles within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer students the opportunity to develop their technical knowledge and skills by working directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by developing skills in listening, speaking, problem-solving, creativity, staying positive, aiming high, leadership, and teamwork in all aspects of their UTC career. Combined with opportunities to take part



in high-quality enrichment activities (cadets, NCS, student leadership, sport), our young people are well-prepared for the world of work.

Our UTC boasts fantastic facilities and state-of-the-art equipment. Students benefit from contact with industry professionals and teachers with strong industry experience, progressing onto world-class degree and apprenticeship opportunities. The UTC is currently ranked 10th out of 4,373 schools and colleges nationally for students entering higher and degree apprenticeships.

Our relationship with a broad range of local, national, and international business partners allows the successful candidate to link their experiences to an applied, employment-led educational environment.

As a college, we offer opportunities for a comprehensive programme of individualised, evidence-based CPD, and encourage colleagues to further their professional development through courses such as National Professional Qualifications and Masters-level degrees.

The successful candidate will join a large, supportive, and successful teaching and support staff team.

### **How to Apply**

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – [ldevine@utcw.co.uk](mailto:ldevine@utcw.co.uk) .

### **Closing date**

Please complete an application form and submit a covering letter to [info@utcw.co.uk](mailto:info@utcw.co.uk) .

CVs will not be accepted. **The closing date for applications is Friday 29<sup>th</sup> November.** Interviews will take place the week commencing **Monday 2<sup>nd</sup> December.**

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

We are also committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, or marital or civil partnership status.

Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Facebook: [www.facebook.com/UTCWarrington](https://www.facebook.com/UTCWarrington)

Twitter: [www.twitter.com/UTCWarrington](https://www.twitter.com/UTCWarrington)

Instagram: [www.instagram.com/utc\\_warrington](https://www.instagram.com/utc_warrington)



## Job Description

<b>Job Title:</b>	Apprentice Teaching Assistant
<b>Accountable to:</b>	SENDCo
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To provide support for students with SEND or learning difficulties and differences, ensuring progress and challenge for all students.</li> <li>To complete the Level 3 Teaching Assistant Apprenticeship programme.</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>To maintain a professional relationship at all times with students.</li> <li>To offer both whole class and 1:1 targeted support during students' timetabled lessons.</li> <li>To provide targeted intervention for identified cohorts of students as directed.</li> <li>To deliver sessions to students through 1-1 coaching conversations and group discussion, set clear learning objectives and firm expectations around the sessions in order for the students to develop transferable learning skills.</li> <li>To work closely with the SENDCo to ensure that the needs of students with special educational needs are met.</li> <li>To participate, with other staff, in the comprehensive assessment of students to identify and address barriers to learning.</li> <li>To establish good, positive relationships with individual students to help them reflect on their learning.</li> <li>To support and deliver aspects of the enrichment programme to ensure students achieve a good balance of experiences, and support homework.</li> <li>To support students with work experience and work placements, supporting the development of work skills and practices, monitoring and reporting on their progress during work experience placements.</li> <li>To foster and encourage links between the home and the school to support students' development within the school and wider community.</li> <li>To help invigilate during examinations in accordance with strict procedures.</li> <li>To support students with exam concessions by acting as a reader and/or scribe.</li> <li>To contribute to the maintenance of records and information systems both electronic and manual with due regard for UK GDPR and confidentiality.</li> <li>The ability to respect and empathise with young people and an understanding of the many complexities young people may face.</li> <li>To support with lunch and / or break duties as directed.</li> <li>To support students before and after school as directed.</li> </ul>



	<ul style="list-style-type: none"> <li>• To support with lunch and / or break duties as directed.</li> <li>• To support students before and after school as directed.</li> <li>• To engage in a personalised Continuous Professional Development programme to develop your own skills.</li> <li>• To make appropriate use of time designated for working towards the requirements of the Level 3 Apprentice Teaching Assistant qualification.</li> <li>• To meet all deadlines for the Level 3 Apprentice Teaching Assistant qualification.</li> </ul>
<p><b>Other duties and responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• To carry out any other duties that the Principal may reasonably request.</li> </ul>
<p><b>Responsibilities common to all staff:</b></p>	<p>All staff are expected to:</p> <p>Foster UTCW's vision and objectives.</p> <ul style="list-style-type: none"> <li>• Ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students.</li> <li>• Effectively discharge UTCW's responsibility for safeguarding students.</li> <li>• Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff.</li> <li>• Attending appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college.</li> <li>• Comply with the provisions of the UK General Data Protection Regulations (GDPR) and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public.</li> <li>• Be responsible and accountable for carrying out the post with regard to the college's Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures.</li> <li>• To engage actively in the performance review process</li> <li>• Carrying out any other duties associated with the work of the College as may be directed by the Principal, commensurate with the grade of the post.</li> </ul>

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## Person Specification

	Essential	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at grade 5 or better</li> </ul>	<ul style="list-style-type: none"> <li>Background or a strong knowledge of STEM subjects</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>The resilience to thrive in a busy and fast paced working environment.</li> <li>Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration.</li> <li>Excellent ICT skills including the ability to use specialist packages.</li> <li>Excellent literacy &amp; numeracy skills.</li> <li>Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures</li> <li>Ability to identify own learning needs and actively seek development opportunities.</li> </ul>	
<b>Experience, knowledge and understanding:</b>	<ul style="list-style-type: none"> <li>Awareness of and committed to the importance of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Working within an educational setting.</li> </ul>
<b>Characteristics:</b>	<ul style="list-style-type: none"> <li>Positive and pro-active approach</li> <li>Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda.</li> <li>Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge.</li> <li>Highly personally credible and able to represent UTCW with external agencies, particularly employers.</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced DBS</li> </ul>

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure and satisfactory references will be required for all posts.

October 2024