



## Bishop Ridley C of E Primary School



### London Borough of Bexley Placement Description

|                       |   |
|-----------------------|---|
| <b>Job Title:</b>     | Level 2 Apprenticeship ( <i>12 months</i> )   |
| <b>School</b>         | Bishop Ridley C of E Primary School, Northumberland Avenue,<br>Welling, DA16 2QE<br>Phone: 02083034461<br><br>Email: <a href="mailto:admin@bishop-ridley.bexley.sch.uk">admin@bishop-ridley.bexley.sch.uk</a> |
| <b>Qualification:</b> | Level 2 Supported Teaching and Learning in Schools  |
| <b>Hours:</b>         | 36 per week (Monday – Friday) 52 weeks per year   |
| <b>Reports to:</b>    | Class Teacher   |
| <b>Salary:</b>        | £8,042.00   |
| <b>Start Date:</b>    | September 2019  |

**This apprenticeship would ideally suit anyone who has a keen interest in supporting school pupils in the Early Years or Key Stage 1 (nursery, reception, years 1 and 2) with a diverse range of classroom activities including PE, reading and other classroom activities.**

#### Main purpose of the placement:

This apprenticeship opportunity will provide basic valuable work experience in the classroom assistant vocational area in order to meet the needs of both the school and qualification criteria. Under supervision the trainee will provide day-to-day support and assistance in basic areas of work undertaken by the department. The trainee will be released from the work place to attend college as required and will be expected to undertake all necessary studies to achieve the formal qualification which is part of the Government's apprenticeship framework.

#### Major Duties and Responsibilities:

The trainee will be expected to:

- Shadow members of the team; work with colleagues, taking instruction and making notes
- attend regular monitoring sessions with supervisors, learning coaches and assessors
- work towards performing a range of level 2 duties which include specific tasks related to the formal qualification.
- meet the needs of the school and qualification by meeting deadlines and action plans and being available for observations in the workplace.

- assist in communicating with both internal and external customers to the standard expected using a range of communication methods (verbal, written, telephone, email, letter etc).
- to work towards learning how to deliver an acceptable level of customer care at all times.
- learn how to research and collate basic data/information required both in the workplace and at college
- with supervision, aim to learn how to make the best use of appropriate ICT systems and marketing materials including promoting activities on the school's website, preparing leaflets to raise awareness etc. Use packages such as MS Word, Excel and any other package to provide an efficient and effective service.
- under supervision comply with the use of ICT systems to ensure filing structures, accessibility, privacy and legal guidelines are adhered to
- Report to supervisor if agreed timescales, targets and service standards cannot be met.
- Be interested in learning and providing general information and advice regarding the services provided by the team
- To assist and shadow any other duties that may be reasonably required both in the workplace and as part of the qualification.
- Be willing to learn and adhere to legislative policies such as GDPR, Data Protection, Safeguarding and confidentiality.

### **Classroom Assistant**

Under supervision the trainee will be expected to:

1. Support Children to build their independence
2. Support the school and classroom teacher with reading, planning activities, preparation and displays
3. Supporting pupils with reading (including synthetic phonics) and other classroom activities
4. Support the delivery of games at playtime
5. Produce marketing materials if required
6. Organise book bags
7. Support staff with events and off-site school visits
8. Work with the teacher to assess pupils' progress
9. Supervise children while at play
10. Support staff to ensure children are safe at all times

### **Job Activities:**

The role of the apprentice is generic; its objective is to provide work-based learning which enables the individual to become competent to a level 2 standard. The individual will be closely supervised and expected to work in a flexible manner and carry out appropriate work to maintain service objectives. It is a work-based learning opportunity which allows individuals the opportunity to bridge the gap between full time education and employment by offering live work experience which leads to individuals achieving a competency based formal qualification.

## Knowledge, Willingness to Learn and Desire: Person Specification

| SELECTION CRITERIA   | ESSENTIAL/<br>DESIRABLE   | METHOD<br>OF ASSESSMENT   |
|--|---|---|
| <p><b><u>1. Education</u></b></p> <p>GCSE at A-C (4-9) level in English and Maths<br/>Or equivalent key/functional skills</p>  | Essential   | Application Form/Training Provider initial assessment   |
| <p><b><u>2. Ongoing Training</u></b></p> <p>Secured college placement to study on a part time basis Level 2 in Supporting Teaching and Learning.</p>   | Essential   | Organisation to arrange with specified training provider  |
| <p><b><u>3. Relevant Desire to Learn</u></b></p> <p>Demonstrate basic commitment and knowledge of the scheme and qualification with a desire to gain a formal qualification and on-the-job learning</p> <p>Ability to learn and adopt organisational procedures and follow legislative guidelines whilst maintaining confidentiality and sensitivity in all circumstances.</p> <p>Work towards learning basic ICT packages to support the nature of the role.</p> <p>Must be willing to understand and adhere to legislation and policies such as confidentiality, GDPR, safeguarding etc.</p> <p>Work experience in the chosen vocational area.</p> <p>Must want to aspire to helping pupils, listening and responding to their needs and supporting the school's sports curriculum.</p> <p>Must be willing and flexible and be able to build up good rapport with pupils, teachers, parents and staff in the school.</p> <p>Must be willing to have a DBS and work towards achieving a First Aid certification</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable but not essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> |