



GREENSHAW
LEARNING TRUST



**Teaching Assistant
Apprentice**
Wood Field Primary School

**ALWAYS
LEARNING**

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Dear Candidate,

Thank you for your interest in the role of Teaching Assistant Apprentice at Wood Field Primary School previously Bandon Hill Primary School which is part of the Greenshaw Learning Trust (GLT). Our school is looking for a passionate, caring and patient individual to join our school community. We are looking for an individual who will play a key role in enhancing the children's learning and assisting the teacher to create environments where pupils can make the most of their education. We aim to support the individual through their apprentice training in order for them to achieve a successful apprentice qualification.

GLT is a successful multi academy trust and currently comprises twenty-one schools: six in South London, three in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a new special school in Sutton and a secondary school in Plymouth.

GLT schools are supported by the Trust's Shared Services team, consisting of specialists who provide a range of high-quality services to support schools and help them to provide the very best learning environment for their students. GLT has as its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

At Wood Field Primary, we believe that children learn best when they are happy and secure with as much first hand learning in as broad a curriculum as possible. Our staff skilfully uses visitors coming to our school, trips and other exciting learning opportunities to enable our pupil's learning to thrive. We have an excellent team of teaching and non-teaching staff. Every teacher is expected to lead on a particular aspect of school life with the support of the other staff.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at www.greenshawlearningtrust.co.uk.

Yours sincerely
Laura Rodger
Head Teacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,400 people and educates over 15,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts
- Tusker – Green car scheme.

Terms and conditions

Reporting to: Phase Manager

Salary: National Apprentice wage

Place of Work: Wood Field Primary School, Beddington Gardens, Carshalton, Surrey SM5 3HW

Hours of Work: 30 hours per week, Monday to Friday (8.30am to 3.30pm). Term Time Only.

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

Holiday Entitlement: The annual holiday entitlement is 25 days plus 2 extra-statutory days (this is included in the term time only salary).

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Check (DBS): This appointment is subject to the receipt of a satisfactory Disclosure and Barring check.

Right to Work Check: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Safeguarding: Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

Job Description

Teaching Assistant Assistant Apprentice

General Purpose of Job:

The Teaching Assistant Apprentice (TA) main role is to provide support for pupils to access learning and provide general support to the teacher in the management of pupils and the classroom. The TA will ensure that the pupils can integrate as fully as possible in a range of class activities to ensure they make excellent progress. The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

To be responsible for any tasks delegated by the Teacher and to complete all academic aspects of the apprenticeship.

Main Duties:

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters.
2. Supervise and support pupils ensuring their safety and access to learning.
3. Establish good relationships with pupils, acting as a role model, being aware of, and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Provide reinforcements, praise and rewards to pupils.

Support for Teacher

7. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work or books.
8. Be aware of pupil problems/progress/achievement and report to the teacher as agreed.
9. Undertake pupil record keeping as requested.
10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
11. Gather/report information from/to parents/carers as directed.

12. Provide clerical support to the teacher when required.
13. Support the teacher with planning, preparation and assessment of learning.
14. Work with small groups of children that require extra support to assist with their learning and understanding.

Support for the Curriculum

15. Support pupil to understand instructions.
16. Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, early years, as directed by the teacher.
17. Prepare and maintain equipment/resources as directed by the teacher and assist pupil in their use.
18. Support pupils in the use of ICT as directed.

Support for the School

19. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
21. Contribute to the overall ethos/work/aims of the school.
22. Undertaking such other reasonable duties of a similar character as may be required from time to time.
23. Attend relevant meetings as required.
24. Participate in training and other learning activities and performance development as required.
25. Assist with the supervision of pupils out of lessons, including before and after school and at lunchtimes when required.
26. Accompany teaching staff and the pupil on visits, trips and out of school activities as required.
27. To foster links between home and school.

28. To be fully aware of and understanding the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the workers role within the organisation
29. To also be fully aware of the principle of safeguarding as they apply to vulnerable children in relation to the workers role.
30. To ensure the workers line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding child protection.
31. To complete all work and training as directed as an apprentice academically.

Person Specification

The successful applicant will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Experience, Training & Qualifications: On their application form, candidates will demonstrate that:	Essential	Desirable
GCSE Grade A – C (4 and above) English & Maths	●	
Experience of working with children or primary school age and be able to relate to them well.		●
Experience of working in the Education sector especially with children with special educational needs.		●
A First Aid certificate, or willingness to train as a first aider		●
Knowledge, Skills & Ability: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	Essential	Desirable
Excellent communication skills and able to deal with a variety of people sensitively, empathetically with different abilities and ethnic backgrounds	●	
Plan and priorities tasks and work under pressure of a busy inclusive primary school	●	
Have patience with children who find conforming with rules and expectations difficult	●	
Good organisational and ability to motivate pupils to learn and be sociable.	●	

Demonstrate the ability to work as part of a team under the direction of the Phase Manager	●	
Self-motivated and ability to use initiative	●	
Innovative with a clear understanding of how children might behave who find learning new concepts and remembering concepts difficult.	●	
Maintain accurate pupils records	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
Ability to use basic technology – computer, video, photocopier	●	
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:	Essential	Desirable
Ability to maintain a positive and professional demeanour and be patient and calm.	●	
Ability to adapt to changes in the workplace.	●	
Ability to deal sensitively with people and resolve conflicts being fair in matters of discipline	●	
Ability to listen and respond appropriately	●	
Additional Requirements	Essential	Desirable
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people	●	
Be willing to undergo training, as required, in order to develop the role of Teaching Assistant.	●	
Commitment to promotion of equal opportunities	●	
Committed to continuing school improvement		●

The Recruitment Process

1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.woodfieldprimary.com> or via Eteach.

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than Friday 26th August 2022.

2. Shortlisting

Shortlisted candidates will then be invited by telephone/emailed to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached and a valid email address.

3. Interview

Interviews will be conducted week commencing Monday 29th August 2022.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Take up post

The successful candidate will take up post on 1st September 2022. Should you require any additional information, please contact Kim Heinpuu, HR Manager on kheinpuu@suttonmail.org or 0208 619 1120.

Privacy Notice for the school workforce employed or otherwise engaged to work at the Greenshaw Learning Trust.

Who we are

Greenshaw Learning Trust is the Data Controller for the purposes of the General Data Protection Regulations (GDPR) this means it is responsible for the personal data about you. The postal address of the Trust is: Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

The Data Protection Officer for the Trust is Steve Bradford. He can be contacted via email at sbradford@greenshawlearningtrust.co.uk or by phone on 020 8715 1078.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work in our schools or the central trust team. This is for employment purposes to assist in the running of the school, central trust and to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It

will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details. This information will be retained in line with our Data Retention Procedure.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)
- the HMRC

The collection of this information will benefit both national and local users by

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

If you require more information about how we and / or DfE store and use your personal data, please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children. We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid. We disclose details of your employment history to our HR provider for the purposes of HR management. We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

We may use your photograph for the following purposes;

- For inclusion on identification passes for security purposes;
- To provide communications about the school and the Trust for fundraising and marketing purposes.
- To share with third parties for journalistic purposes (e.g. press releases sent to local/national media)

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

Our current scheme providers include;

- Cooperative flexible benefits
- Cycle scheme

We share your details with your pension provider to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the Teachers Pensions Scheme for support staff the scheme is Local Government Pension Scheme.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Data Retention Procedure which can be found on the Greenshaw Learning Trust website

<https://www.greenshawlearningtrust.org.uk/page/?title=Trust+policies&pid=51>

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact: **Jenny Cain, Head of HR**

. More information about your rights is available in our data protection policy
<https://www.greenshawlearningtrust.org.uk/page/?title=Trust+policies&pid=51>

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number