|  |  |
| --- | --- |
| **Company Name** | The Rowans AP Academy |
| **Full Address** | The Rowans AP AcademySilverbankChurchill AvenueChathamMedwayME5 0LB |
| **Employer Website Address****(if applicable)** | www.therowans.org |
| **Number of Positions Available** | 1 |
| **Apprenticeship Vacancy Title****This must accurately reflect the job description.****Must include the word Apprentice.** | Apprentice Teaching Assistant |
|  | Exciting opportunity to inspire young people and join our outstanding team to continue your career growth. |
| **Short Employer Description:** | The Rowans has been an outstanding alternative provision since 2015, with an excellent reputation, which takes pupils who have been, or are at risk of, permanent exclusion from mainstream school. The Rowans has a strong vision and ethos, ‘inspiring change for a brighter future’. We recognise everyone as an individual and aim to support not only a pupil’s academic progress but their social and emotional development, so they become the very best version of themselves.As a school team we strive to achieve the highest standards in all that we do, seeking best practice and collaboration to support pupils and staff holistically to progress to their next steps. Building positive working relationships, within a trauma informed approach means that both pupils and staff are fully supported and able to grow and develop.Working at The Rowans is rewarding, challenging, fully supported, nurturing and fun. |
| **Brief Overview****Short Description of Vacancy:** | The purpose of the post is to provide support for pupils, teachers and the AP Academy in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare and to support the inclusion of pupils in all aspects of life, under the direction and guidance of the Head (delegated to the Assistant Head, middle leaders and class teachers) of the Rowans to ensure that the needs of pupils attending The Rowans are met at all times. |
| **Desired Skills**  | * Good interpersonal/communication skills.
* Good oral and written skills.
* Previous experience of working with pupils or in challenging circumstances is desirable.
* You should be competent in the use of ICT and support its use in teaching and learning.
 |
| **Desired Personal Qualities** | * You will need to be patient, hardworking, reliable, flexible and resilient.
* You will need to be in good physical health.
* You should be sympathetic to the needs of pupils deemed to have behavioural, emotional and social difficulties as well as those who have experienced/are experiencing childhood trauma.
 |
| **Desired Qualifications:****E.g. GCSE Grade 9 - 4 (or A - C) in English and Maths. Or equivalent qualifications in these subjects**. | A good standard of literacy and numeracy (Level 2 – Grade 4 or higher in both English and maths) should have been obtained in order to be able to assist with the teaching of pupils under the guidance of teachers. |
| **Skill Area and Level** | Teaching Assistant Level 3 |
| **Training provided** | On the job training with the employer whilst working towards the Apprenticeship Standard - Teaching Assistants work in Primary, Special and Secondary education across all age ranges encompassing special educational needs and emotional vulnerabilities. The primary role of the Teaching Assistant is to support the class teacher to enhance pupils’ learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. |
| **Working week:** | Monday to Friday33 hours a week8.30 am to 3.25 pm25 min lunch |
| **Wage:** | This is a term time only post and therefore the salary is pro-rata across the whole year. |
| **Possible Start Date** |  |
| **Vacancy Description:** | Teaching and Learning* To communicate effectively and sensitively with pupils to support their learning
* To share the leadership’s vision for the Rowans and to drive progress and improvement and promote high expectations and rigour in all areas of the Academy.
* All staff are expected to uphold The Rowans’ vision, values and policies which underpin good practice and the raising of standards and make an active contribution to these policies and aspirations.
* To assist in the educational and social development of pupils with Social, Emotional and Mental Health (SEMH), within a trauma-informed approach, under the direction and guidance of teaching staff.
* To provide support to individual pupils inside and outside the classroom to enable them to fully participate in lessons and other activities.
* Organise and manage safely the learning activities, the teaching space and

resources* To assist class teachers in the management of behaviour, lesson planning, assessment and maintaining pupil records as required.
* To assist pupils during lunchtimes, breaks and other non-classroom activities to ensure that support is consistent.
* Liaise sensitively and effectively with parents and carers.
* Support pupils with emotional, behavioural and mental health problems and help develop their social and emotional skills
* To use, as necessary, physical intervention strategies as a last resort (e.g. TEAM TEACH) following training in its use.
* Recognise and respond effectively to equal opportunities issues as they arise,

including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.Administrative Duties* To prepare and present displays.
* To assist the teacher in the planning and development of curriculum intent, implementation and support programmes for pupils
* Assist in the preparation of teaching resources/materials
* Help to implement lesson plans, under the direction of the teacher
* To support teaching/social skills training by photocopying and undertaking other administrative tasks in order to support learning.
* To undertake other duties as directed by the Headteacher.

Standards and Quality Assurance* To support the vision and ethos of the Rowans.
* To have high expectations of all pupils’ achievement and a commitment to raising educational standards
* To consistently promote positive values, attitudes and behaviour
* Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
* To act as a role model to pupils in terms of conduct, dress, punctuality and attendance.
* To attend staff meetings and training as directed.
* To undertake professional duties that may be reasonably assigned by the Headteacher.
* To be pro-active in matters relating to health and safety and safeguarding.
* Supervise pupils off site on school trips and other external visits
* Provide welfare support for pupils
* Have high expectations of all pupils and promote and reinforce pupils’ self esteem
* Work collaboratively with colleagues as part of a professional team, to meet the

needs of all pupils* To support re-integration programmes where appropriate providing in-school support for the pupils. Close liaison with the key teacher and relevant teachers within the school is essential to ensure that the needs of the pupils can be met.
* To act in accordance with the equal opportunities policy and undertake duties as required by corporate and directorate action plans.
* To contribute to cultural capital, enrichment activities, SMCS and promote fundamental British Values.

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.** **The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.** |
| **Future prospects:** | * Potential for permanent employment for the right candidate.
* Opportunity to progress to higher level apprenticeships.
* Being an apprentice will help you develop

professional skills whilst earning a salary with some of Kent’s best companies.* Gain professional skills and experience to enhance your CV and make it more attractive to potential employers.
 |
| **Things to Consider**  | \*\*\*THE EMPLOYER HAS ASKED THAT YOU DO NOT CONTACT THEM DIRECTLY. DOING SO COULD JEOPARDISE YOUR APPLICATION\*\*\* **National Minimum Wage**The National Minimum Wage (NMW) for Apprentices is £6.40 per hour from 1st April 2024. This applies to 16 - 18 year old Apprentices, and those aged 19 or over in the first year of their Apprenticeship. For all other Apprentices the National Minimum Wage appropriate to their age applies. The wage for Apprentices applies to both time spent on the job plus 6 hours of time spent in training. InterviewWe will be interviewing candidates who meet the criteria and will recruit after a successful interview which may be before the closing date.Reality CheckYou will be responsible for your travel expenses to and from your place of work. Therefore, you must have the means to get to your place of work on a daily basis whilst waiting for your first wages to be paid. |