

# **SACRED HEART**

## **R.C. Primary School**

**WESTHOUGHTON**  
DIOCESE OF **SALFORD**

*Inspire a generation...*

### **RECRUITMENT & SELECTION OF APPRENTICE TEACHING ASSISTANT**

**OCTOBER 2019**





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quote

## SACRED HEART R.C. Primary School WESTHOUGHTON

quote  
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*“If our schools are not a space where another humanity is being created, where another wisdom is taking root, where another society is being created, where hope and transcendence have a place, then we are losing out on making a unique contribution to this historical moment.”*

Pope Francis, 2014

# #TeamSacredHeart



# Sacred Heart R.C. Primary School & HEART Teaching School Alliance

## RECRUITMENT & SELECTION OF APPRENTICE TEACHING ASSISTANT

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*Covering letter & link to CES Application Form*

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# Sacred Heart R.C. Primary School & HEART Teaching School Alliance

15<sup>th</sup> October 2019.

Dear Applicant,

## APPRENTICE TA VACANCY

Thank you for the interest you have shown in joining our team to complete an apprenticeship qualification.

Please find enclosed information to help you with your application, advertisement, description and person specification.

The CES application form can be found at <https://www.sacred-heart.bolton.sch.uk/vacancies/> and should be completed along with the Consent to Obtain References Form, Recruitment Monitoring Form & Rehabilitation of Offenders Act 1974 Disclosure Forms.

Sacred Heart is a growing, successful and popular school – and serves the Common Good through our established Teaching School provision. One of our teachers has just been awarded a National Teaching Award for outstanding new teacher of the year. Two of our successful teachers were previously accredited with awards: Outstanding new teacher of the year in the North, and the National award for use of Technology in Education. We are a school who values its team, nourishes their gift and forms them as members of Team Sacred Heart!

We have recently benefited from renewed facilities, with a new building and exciting outdoor learning areas leaving us with exciting opportunities to continue our innovation strategies. We are excited to share practice with others, and regularly do this at speed learning and other sharing opportunities to learn from one another. At #TeamSacredHeart we have led the way with our focus on the spoken word, audience & purpose, with the DfE filming here for their YouTube channel. Our Catholic Senior Executive Leader is a keynote speaker at national conferences, chair of the SSAT National Primary Advisory Board and is also seconded as system support / CPDF leader at the Diocese of Salford.

We currently have over 400 children on roll – and our job, to inspire a generation, means we are looking for the right person – innovative, inspirational and aspirational – to join our supportive and successful team. We welcome new ideas, and the right teacher for our school will be a unique teacher with a passion for research and pedagogy who is committed to the purposeful use of media and has a clear vision for STEaM and outdoor learning – elements of our 'badge' which promote our living faith and high core standards. Our school family is on a learning journey, and supported in achieving to their best in a changing educational climate. We are established members of Maths Hub mastery work groups, among other research based projects.

Since September 2014 we have led initial teacher training programmes, delivering the PGCE as lead school in the Sacred Heart Hub – a School Direct alliance in partnership with the University of Cumbria. Some of our teachers trained with us, and are highly successful in their roles. Others have developed within our school from NQT to become leadership team members. Heart TSA ensures that innovation in pedagogy continues to receive a priority focus within our school as part of a network of innovative schools.

We have successfully trained apprentices over the past decade, and work closely with our apprentice trainees to ensure that their training is supported by the opportunities they receive in school.



We are a Roman Catholic school, and our mission, values, aims and purpose are at the core of everything we do: We shine as we come, talk, work, walk and pray together... The successful applicant will fully support and promote our Roman Catholic ethos. We are proud to be active members of our Diocese of Salford and North West Catholic Dioceses family. Our teachers contribute and benefit from CPLD & Formation programmes across our network. We are excited to be working towards academy conversion, aspiring to join the St Teresa of Calcutta Catholic Academy Trust in the next academic year.

More information can be found by taking a look at our Facebook page: <http://www.facebook.com/TheJourneyMatters> and our website: <https://www.sacred-heart.bolton.sch.uk/>. Sacred Heart R.C. Primary School & Heart TSA is committed to supporting and developing all members of staff & trainees and successful candidates can be sure of this same level of commitment of help and support.

I wish you well with your application.

Yours sincerely,

Martin Johnson  
Catholic Senior Executive Leader.



# Sacred Heart R.C. Primary School & HEART Teaching School Alliance

## ADVERTISEMENT

### APPRENTICE TEACHING ASSISTANT

**FULL TIME FIXED TERM TEMPORARY CONTRACT FOR DURATION OF LEVEL 2 TRAINING COURSE  
REQUIRED: As soon as possible**






**£3.90 PER HOUR | 37 HOURS / WEEK (£6,369 PER ANNUM)  
TERM TIME PLUS 5 INSET DAYS**

The Governing Board of this happy and successful school invites applications for our established apprenticeship programme. The successful candidate will train and work in our rich learning environment, and will be supported by lead professionals.

You will be committed to undertaking a relevant course of study e.g. NVQ Level 2 TA qualification, which will be provided by one of our partner organisations.




We are committed to providing coaching and mentoring to the successful candidate who will join us at #TeamSacredHeart.

You will be able to:

-  Tell us what gift you will bring to our team;
-  Show a commitment to working both indoors and outdoors to support children's learning and development;
-  Tell us why you want to join us to complete your apprenticeship at #TeamSacredHeart;
-  Be able to take advice on board and follow directives in order to develop within the role.
-  Tell us how you will enhance our team, promoting high expectations throughout all aspects of the role.

You can find out more about our school by visiting our Facebook page: <http://www.facebook.com/TheJourneyMatters> and our website: <https://www.sacred-heart.bolton.sch.uk/>.

We are looking for:

-  An inspirational and innovative apprentice who will impact on pupil progress and enjoyment;
-  Commitment to our school badge: innovation, media, STEaM, creativity, outdoor learning and high core standards;
-  An apprentice who will fully support our living faith and purpose – to shine as we come, talk, work, walk & pray together.

Applicants must support our mission & values and be prepared for an exciting journey of deep formation.

Entry requirements for Level 2 intermediate level apprenticeships apply, and any appointment is subject to acceptance on the NVQ programme and probationary period.

Please apply using the CES support staff application form & associated recruitment consent, monitoring & disclosure forms, downloadable from <https://www.sacred-heart.bolton.sch.uk/vacancies/>

Closing date: **Friday 1st November 2019, 12:00noon.**

Applications should be addressed to The Governing Board, and e-mailed care of the Catholic Senior Executive Leader:  
[JohnsonM@sacred-heart.bolton.sch.uk](mailto:JohnsonM@sacred-heart.bolton.sch.uk)

Interview date: To be confirmed.

References will be sought. CES apprenticeship contracts will be offered to the successful candidate.

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure and Barring Service. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.*



***BECAUSE THE JOURNEY DOES MATTER...***

*Welcome to Sacred Heart!  
Imagine a place...  
Where every child and adult matters  
Where the line between learning and fun is invisible  
Where everyone makes a difference  
Where everyone is inspired and motivated to reach their potential  
You can help make Sacred Heart this place this year...  
Be part of our team.*



# Sacred Heart R.C. Primary School

## WESTHOUGHTON

### PERSON SPECIFICATION

### APPRENTICE

Criteria	Essential	Desirable	Evidence
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>To work towards Level 2/3 NVQ or equivalent.</li> <li>To be able to demonstrate professional development</li> <li>To work towards appropriate functional skills qualifications at Levels 1 &amp; 2 in Maths, English or equivalent if necessary.</li> <li>Ability to use Microsoft PowerPoint &amp; Word packages.</li> </ul>	<ul style="list-style-type: none"> <li>Participation in or a willingness to undertake further training.</li> </ul>	A A A/I A/O
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>To be committed to working in a school environment.</li> <li>To have good communication skills.</li> <li>To show ability with ICT.</li> </ul>	<ul style="list-style-type: none"> <li>To show involvement in a project or development</li> <li>To have a knowledge and understanding of the role of school staff.</li> </ul>	A/I A/I A/I
<b>Classroom Expertise</b>	<ul style="list-style-type: none"> <li>To be committed to becoming a consistently outstanding practitioner, with excellent skills and knowledge of issues that contribute to outstanding learning</li> <li>To have the desire to build a knowledge and understanding of current curriculum issues</li> </ul>		A/O A/O/I
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>To be able to inspire creativity within the curriculum – particularly through outdoor learning opportunities</li> <li>To be able to set standards and provide a role model for pupils and staff</li> <li>To be able to support the Headteacher and Senior Leadership Team in the development of the school.</li> <li>To be able to maintain good discipline and pastoral care throughout school</li> </ul>		A/I A/I A/I A/I
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>To have knowledge of current developments.</li> <li>To have an understanding of the process of learning.</li> <li>To have a knowledge of child centered learning, individual target setting and on-going assessment.</li> </ul>	<ul style="list-style-type: none"> <li>To have skill in using tools to a safe and competent standard</li> <li>To have experience of "Assessment for Learning" principles and strategies</li> </ul>	A/I A/I A/I

	<ul style="list-style-type: none"> <li>To have an awareness of the importance of an inclusive environment for learning – and methods used to develop provision for different groups of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>To be confident in the use and development of ICT throughout school – especially in relation to learning in Maths &amp; English.</li> </ul>	A/I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>To have a clear commitment and enthusiasm for working with children</li> <li>To be enthusiastic and innovative</li> <li>To have good interpersonal skills and the ability to relate well to children and adults</li> <li>To have the ability to lead, influence and motivate children</li> <li>To show evidence of being able to work as part of a team</li> <li>To have excellent time management skills</li> </ul>	<ul style="list-style-type: none"> <li>To be able to investigate and solve problems and demonstrate judgement.</li> </ul>	A/I A/I/O A/I/O  A/I  A/I  A/I
<b>Approach to Work</b>	<ul style="list-style-type: none"> <li>To have high motivation, enthusiasm and commitment</li> <li>To have a commitment to child-centered education</li> <li>To demonstrate evidence of involving parents as partners in the education process</li> <li>To show a commitment to working in partnership with others to provide the best education possible for our pupils</li> </ul>	<ul style="list-style-type: none"> <li>To have experience of partnership working in previous experience – this may include team teaching or work with other schools</li> </ul>	A/I  A/I  A/I  A/I
<b>Catholic School</b>	<i>Is able to demonstrate a good knowledge and understanding of:</i> <ul style="list-style-type: none"> <li>The distinctive nature of the Catholic school</li> <li>Role in spiritual development of pupils and staff</li> </ul>	<ul style="list-style-type: none"> <li>Role of the Governing Board in a Roman Catholic Voluntary Aided school</li> </ul>	  A/I  A/I

A = Application

I = Interview

P = Presentation

O = Observation



# Sacred Heart R.C. Primary School

## WESTHOUGHTON

### JOB DESCRIPTION

### APPRENTICE

Sacred Heart R.C. Primary School is a Roman Catholic Primary School and as such the school's staff are expected to uphold the school's Mission Statement and fully support the Catholic ethos of the school.

Employees of Sacred Heart R. C. Primary School are required to sign a Catholic Education Service Contract of Employment between the Governing Board of the School and the employee.

<b>Job Title</b>	<b>APPRENTICE</b>
<b>Grade</b>	INTERMEDIATE LEVEL APPRENTICE
<b>Primary Purpose of the Job</b>	Provide support for teaching and learning in the school/setting
<b>Responsible to</b>	The Headteacher and the Governing Board
<b>Principal Responsibilities</b>	Provide support for teaching and learning activities Contribute to children's development and safeguarding Provide support to develop the learning environment.

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

MAIN DUTIES		Competency
1.	Provide support for learning activities across a range of key stages and in a range of environments, indoors and outdoors.	STL 1
2.	Support children's development (e.g. physical, emotional, social, communication and intellectual development needs)	STL 2
3.	Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.	STL 3
4.	Encourage children's positive behaviour	STL 3
5.	Contribute to positive relationships with children and adults through communication and interaction	STL 4
6.	Provide effective support for colleagues	STL 5
7.	Support English, Maths, Science, ICT & outdoor learning activities	STL 6

8.	Support the use of information and communication technology for teaching and learning	STL 7
9.	Use information and communication technology to support pupils' learning	STL 8
10.	Observe and report on pupil performance	STL9
11.	Provide displays	STL16
12.	Escort, supervise and support groups of pupils on educational visits and out-of-school activities	STL 59
13.	Contribute to maintaining pupil records	STL 55
14.	Contribute to monitoring and maintaining curriculum resources, especially the outdoor learning environment.	STL 56
15.	Invigilate tests and examinations	STL 17
<b>OTHER SUPPORT DUTIES (SELECT AS APPROPRIATE TO ROLE/SETTING)</b>		
16.	Support children's play and learning	STL 10
17.	Support children and young people's play	STL15
18.	Wear appropriate clothing, including the school uniform for outdoor learning provided.	
19.	<i>Ensure, in consultation with line managers that the outdoor learning environment is maintained and developed.</i>	
20.	<i>Effectively liaise and learn from other outstanding providers and apply this to Sacred Heart's setting.</i>	
21.	<i>Work with small groups under the direction of teaching staff, and report pupil achievement and progress back to them.</i>	
22.	<i>Ensure that the site is well maintained and in good appearance throughout the week.</i>	
23.	<i>To plan, deliver and evaluate, in consultation with staff, outstanding learning experiences to children of all ages.</i>	

<b>ORGANISATIONAL COMPETENCIES</b>
<p><b>Valuing Diversity</b></p> <p>To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.</p>
<p><b>Caring for Customers</b></p> <p>To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school/setting community and do what needs to be done to meet their needs. To inform your manager about what the school/setting community say in relation to the school/setting.</p>

<p><b>Developing Yourself and Supporting Others</b></p> <p>To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.</p>
<p><b>Health and Safety</b></p> <p>To operate safely within the workplace with regard to Health and Safety legislation.</p>
<p><b>Confidentiality</b></p> <p>An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information.</p>
<p><b>Energy Efficiency</b></p> <p>To promote energy efficiency throughout the workplace and within own area of activity</p>

Job Description prepared by

S Owen, School Business Manager

Date prepared/updated

October 2019

