

Enquire Learning Trust Application Pack

Early Years Teaching Assistant Apprentice (Level 3)

Reference Number: **ELTNOV2615**

Harrow Gate Primary Academy
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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

Harrow Gate Primary is a two-form entry primary school, welcoming pupils between the ages of 3 and 11. Our school thrives on the unique contributions each child brings, creating a joyful and harmonious environment for both learning and working. Guided by our mission statement— ***'The academy will endeavour to raise the achievement and aspirations of every child'***—this principle is at the heart of everything we do at Harrow Gate.

Learning is our core mission, and we are dedicated to fostering a culture of challenge and growth within a safe and supportive environment. Here, everyone is encouraged to be helpful, considerate, and respectful of one another. We emphasize making learning connections clear and present challenges that inspire our pupils to develop resilience, independence, and persistence. We want our children to explore ideas, reason, explain, and justify their thinking, equipping them to make informed decisions and embrace lifelong learning. These skills are not only crucial for their education but also contribute to their overall safety and well-being.

Our school is characterised by positive relationships and attitudes, creating an ethos where learning together becomes an enjoyable and rewarding experience for all. I am privileged to lead a school that is truly unique in its character and spirit.

At Harrow Gate Primary Academy, we celebrate and embrace all forms of achievement, reflecting our commitment to inclusion and unity. We consistently strive for the highest standards across all areas of the curriculum, guided by our core values of Achievement, Resilience, and Trust. These values inspire every child to reach their full potential.

To fulfil our mission statement, we believe in three **core values**, which we base our whole school around. We call these values **'the ART of Harrow Gate Primary Academy'**

Achievement: Children meet the **challenge** and **high expectations** in learning through **dynamic** engagement.

Resilience: Children are **courageous** and **passionate** in their approach to learning, which fosters **self-belief** and **pride**.

Trust: The Harrow Gate **family** work as a **team** with **honesty, respect, loyalty** and **effective communication** to ensure success for all.

EAP Programme

The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Early Years Teaching Assistant Apprentice (Level 3)
(required as soon as possible)

35.5 hours per week TTO + 5 days
Fixed Term Apprenticeship 18 months
Apprenticeship grade (age dependant)

We are looking to appoint a passionate, highly motivated and dedicated Apprentice Teaching Assistant, who will work under the guidance of the class teacher to provide high-quality, creative learning opportunities with a view to developing the whole child. The successful apprentice will be supporting to provide a safe, happy and aspirational learning environment is expected to interact with colleagues on a professional level in order to promote a mutual understanding of the schools vision and values.

We are looking for someone who:

- Has a genuine interest in working with young children.
- Is caring, patient and enthusiastic.
- Has excellent communication and interpersonal skills.
- Is reliable, organised and willing to learn.
- Can work effectively as part of a team.
- Is committed to supporting the wellbeing and development of every child.
- Meets the entry requirements for the Level 3 Apprenticeship programme.

We can offer you:

- A supportive and welcoming school community.
- High-quality training through Eden Training Solutions.
- Practical experience in an outstanding Early Years environment.
- Opportunities to develop professionally and build a career in education.
- Dedicated mentoring and support throughout your apprenticeship.

Safeguarding

- Harrow Gate Primary Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to all necessary pre-employment checks, including an enhanced DBS check and satisfactory references.

For further information and details on how to apply, please visit the Eden Training Solutions Apprenticeship Vacancies page.
Applications can be made via Find an apprenticeship - GOV.UK.

Closing Date: Friday 4th December 2026
Interview Date : TBC

Harrow Gate Primary is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS disclosure.

Job Description

Job Title Early Years Teaching Assistant Apprentice Level 3

Location Harrow Gate Primary

Salary Grade Apprenticeship grade

Reporting to Class Teacher and Vice Principle

1. Job Purpose

Under the guidance of teachers, the successful candidate will be involved in working with individuals or small groups of children to support the education, personal and social development of pupils and establishing positive relationships to assist pupils complete structured learning activities.

2. Main Duties

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- Support to implement learning activities working with individual or small groups of pupils
- Support in producing learning resources
- Support in monitoring and recording of pupil progress and developmental needs
- Reporting pupil progress to the teacher
- Working to the apprenticeship framework and completing work in a timely manner
- To undertake any of the duties normally associated with a Teaching Assistant to support with their training and development
- Build and maintain relationships with pupils, parents and other members of staff in order to ensure the children are receiving the best possible support.
- Work as part of a team and assist the class teacher to ensure quality education for the children.
- To promote the development of language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Follows all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy
- Makes appropriate use of ICT and adhere to policies relating to it within their work and in line with the school's systems of working

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

3. Training

- Level 3 Teaching Assistant qualification
- Functional Skills - English, maths and ICT if required
- ERR - Employment Rights and Responsibilities
- PLTS - Personal Learning and Thinking Skills
- Alongside the Apprenticeship qualification for the Teaching Assistant, you will gain valuable work experience within the setting to enable knowledge, skills, and behaviours to develop

4. Working Environment

Work demands
Need to implement activities in lessons as planned also working to other deadlines eg marking papers. Also need to implement actions in relation to specialist area of expertise as required. Work may be subject to some change and interruption eg unplanned absences of staff and children, unexpected visits by parents and professionals and also when supervisory duties are called for.

Physical demands
Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils' personal care needs, physical interventions with pupils, moving children with physical disabilities, following approved procedures.

Working conditions
Majority of work takes place in classroom environment, may be involved in outside activities e.g. supervision of playground, sports field activities, off-site educational activities in all weather conditions as required. May also involve visits in the home.

Work context
Risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.
Risk of injury from moving and handling pupils with physical disabilities and caring for and working with small children.
Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.
Risk of infection when dealing with unwell children.

5. Additional Responsibilities

Safeguarding
All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

Health and Safety
All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried

out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

Harrow Gate Primary Academy
Apprentice Level 3 Teaching Assistant
Personal Specification

Qualifications	• GCSE or equivalent English (Grade 9-5) desirable • GCSE or equivalent Maths (Grade 9-5) desirable
Skills	• Communication skills • IT skills • Attention to detail • Organisation skills • Problem solving skills • Number skills • Team working • Creative • Initiative
Personal characteristics	• Flexible approach • Calmness • Awareness of confidentiality • Show initiative • Enthusiasm for role • Reliable • Have high expectations • Nurturing Personality

Ask a question

The contact for this apprenticeship is:
EDEN TRAINING SOLUTIONS LIMITED

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations