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ENQUIRE LEARNING TRUST
APPLICATION PACK

TEACHING ASSISTANT APPRENTICE
LEVEL 3 (KS2)

Harrow Gate Primary Academy
Piper Knowle Road
TS19 8DE
Tel: 01642 673984

REF Number: ELTNOV2621











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Why join us?

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Welcome from the CEO...



Welcome to the Enquire Learning Trust. It is a privilege to lead a community of schools united by a shared commitment to excellence, equity, and opportunity. At Enquire, we believe in the power of education to transform lives—and we are proud to work alongside passionate professionals, dedicated governors, and engaged families to make that belief a reality every day.

Darren Holmes - Chief Executive Officer

Based in Wakefield, the Enquire Learning Trust operates 32 primary schools across the north of England. Each of these schools works collaboratively to ensure that all pupils receive the very best start to their education. We know that by working together, we can achieve more than any school could alone.

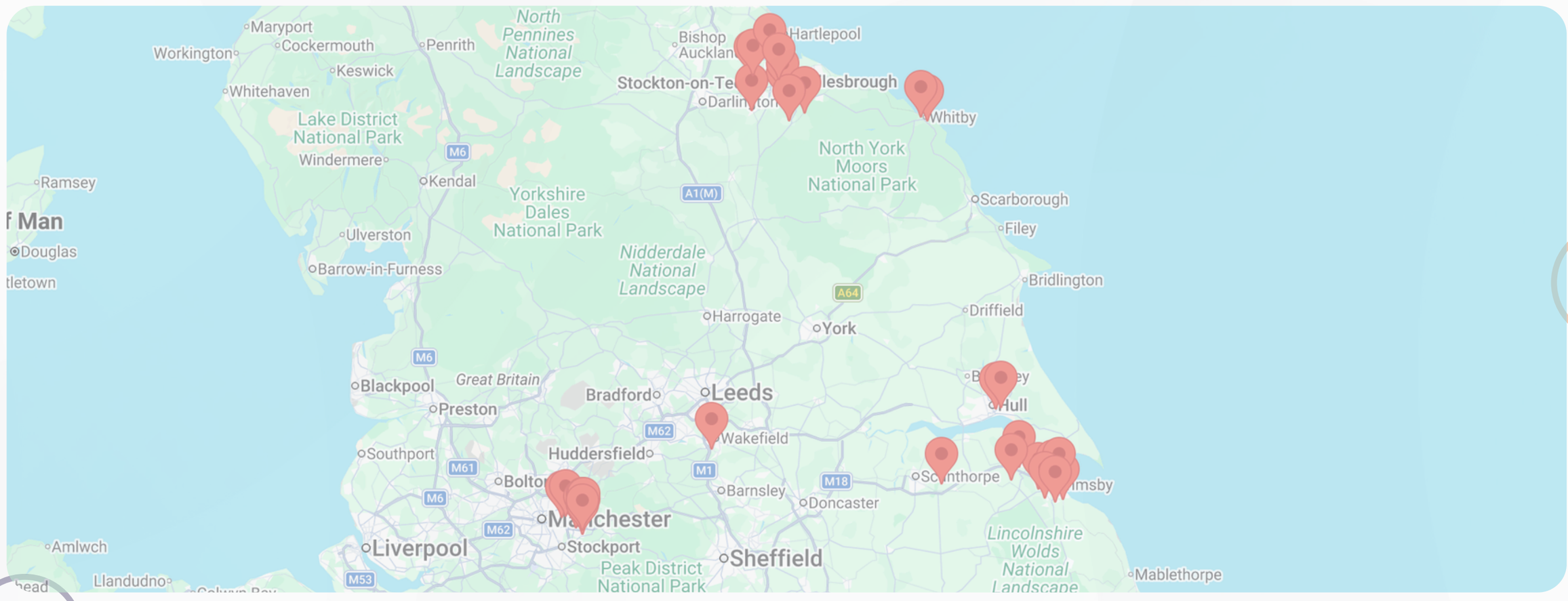
At the heart of our work is a deep sense of botheredness—a commitment to going the extra mile to secure the best outcomes for our pupils, colleagues, and communities. This ethos shapes a culture where care, ambition, and excellence are central to everything we do.

We are relentless in our pursuit of quality, believing that continual improvement is essential to delivering the highest standards in education. Through reflective practice, innovation, and collaboration, we ensure that our schools are always evolving to meet the needs of every learner.

Our people are our greatest strength. We are committed to recruiting, developing, and retaining exceptional staff, and we recognise the vital contribution of every member of our workforce. From classroom to leadership, every role is valued and supported.
Strong, values-led leadership and committed governance provide the foundation for our success. Together, they create the conditions for sustained excellence and empower our schools to flourish.

We also know that education is most powerful when it is a shared endeavour. That's why we actively engage with parents and carers, building meaningful partnerships that support children's learning and wellbeing.

At Enquire, we strive to exceed expectations - because our children deserve nothing less.



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OUR VALUES AND AMBITION

At Enquire Learning Trust, everything we do is driven by a clear and unwavering purpose: children come first. Across our academies, excellence is not just encouraged—it's expected. We foster a culture where curiosity, reflection, innovation, and discipline are the cornerstones of powerful learning.

We believe every child has the potential to be a powerful learner. And we're deeply committed—extraordinarily bothered, in fact—about making that belief a reality.

OUR CORE VALUES

- **Our Purpose** – Children always come first.
- **Our Ethos –** We champion quality, curiosity, reflection, innovation, and discipline.
- **Our Mindset** – We act with intelligent urgency, embrace learning as essential, and care deeply about outcomes.
- **Our Commitment –** We pursue excellence with relentless determination.
- **Our Culture –** We are united in strength, yet always mindful of our collective responsibility—only as strong as our weakest link.

OUR VISION

Our vision is underpinned by bold, transformative ideas that guide our work and inspire our people:

- Total Quality – Excellence is embedded in every aspect of our Trust.
- Diversity, Inclusion & Equity – We ensure fairness and unlock potential for all.
- Professional Development – We invest in lifelong learning for individuals, teams, and the organisation.
- Technological Excellence – We embrace digital innovation to enhance learning.
- Nurturing Talent – We build meaningful careers and develop future leaders.
- Collaborative Advantage – We harness the collective strength of our Trust to drive improvement.
- Responsible Innovation – We tackle challenges with creativity and courage.
- Botheredness – We go above and beyond for our pupils and colleagues.
- Belonging – We cultivate strong, supportive relationships across our communities.
- Empowering Every Child – We ensure every learner has the opportunity to succeed

ROOTED IN COMMUNITY, COMMITTED TO IMPACT

Our academies are more than schools—they are pillars of their communities. Each one is unique, shaped by its local context and strengthened by deep-rooted partnerships. We actively involve parents and community members in our governance, with representation on our Trust Board and Academy Improvement Committees.

Together, we are building a future where every child is empowered to thrive—and every community is proud to be part of our journey.









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Harrow Gate Primary Academy

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.

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.

TEACHING ASSISTANT APPRENTICE L3

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Working Hours: 35.5 hpw
Working Weeks: 39
Salary Scale Range: Apprenticeship grade (age dependant)
Contract Type: Fixed Term (12 -15 month programme)
Location Harrow Gate Primary Academy

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.

What we are looking for:

- Has a genuine interest in working with 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.

What we can offer:

- Membership of – local LGPS
- Opportunities for development and progression
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Octopus EV Scheme
- Lifestyle savings

Working arrangements:

Detail working pattern
Monday 8:15 - 3:45
Tuesday 8:15 - 3:45
Wednesday 8:15 - 4:30
Thursday 8:15 - 3:45
Friday 8:15 - 3:30

For more information, please contact Mrs Dobson (Business Manager)

Details of visits to school are welcome please contact the school office on phone number to arrange. 016642 673984

How to apply

You can apply for this position by visiting The Enquire Learning Trust or Find an apprenticeship - GOV.UK.

Closing date and time: 3rd January 2027 at 3:00 pm
Interview Date: TBC

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an Enhanced Disclosure from the DB

Job Description

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Purpose of the role

The Level 3 Teaching Assistant Apprentice will work as part of the Key Stage 2 team to support high-quality teaching and learning, with a particular emphasis on supporting pupils with SEND to access learning, develop independence, communicate effectively and participate successfully in school life.

The apprentice will work under the direction of teachers and the SENDCo to provide individual, small-group and whole-class support, adapting approaches and resources according to pupils' individual needs.

Alongside their employment, the apprentice will complete the Teaching Assistant Level 3 Apprenticeship with Eden Training Solutions, developing the knowledge, skills and behaviours required to become an effective and inclusive teaching assistant.

Eden's programme specifically covers learning support, child development, delivery, assessment, communication, pastoral support, safeguarding, SEND-related learning and professional development. This also closely reflects the school's existing training plan with Eden Training

Key responsibilities

1. Supporting pupils with SEND

SEND support will be a key element of the apprenticeship role. The apprentice will:

- Provide targeted 1:1 and small-group support for identified pupils with SEND.
- Support pupils with a range of needs, including communication and interaction, cognition and learning, sensory/physical needs and social, emotional and mental health needs.
- Follow individual support plans, SEND plans, EHCP provision, risk assessments and agreed reasonable adjustments where appropriate.
- Adapt resources, communication and learning activities to enable pupils with SEND to participate successfully.
- Use appropriate strategies such as visual supports, modelling, scaffolding, chunking instructions, Now and Next approaches and concrete resources.
- Support pupils to develop independence rather than becoming dependent upon adult support.
- Support children's communication, interaction, emotional regulation and engagement with learning.
- Recognise when a pupil requires additional support, reduced demand or an adapted approach and respond appropriately within agreed plans.
- Work closely with the class teacher and SENDCo, providing clear observations and feedback about engagement, progress and emerging needs.
- Promote inclusion so that pupils with SEND are supported to participate in the wider life of their class and school wherever appropriate.

2. Supporting teaching and learning in Key Stage 2

The apprentice will:

- Work alongside the class teacher to support effective teaching and learning.
- Support individual pupils, groups and the whole class as directed.
- Reinforce teacher explanations and help pupils understand instructions and learning expectations.
- Use questioning, modelling and scaffolding to help pupils make progress.
- Support the development of early reading, phonics, writing and mathematics.
- Deliver planned interventions and learning activities under the guidance of teaching staff.
- Prepare appropriate resources and learning materials.
- Encourage pupils to become confident, resilient and increasingly independent learners.
- Maintain high expectations for all pupils, including those with additional needs.

Job Description

3. Assessment and pupil progress

The apprentice will:

- Observe pupils carefully during lessons, interventions and other activities.
- Contribute to ongoing formative assessment.
- Record relevant information about pupils' attainment, engagement and progress accurately.
- Provide appropriate feedback to pupils.
- Share observations with teachers and the SENDCo to inform future provision.
- Support the monitoring of interventions and personalised SEND provision.
- Contribute evidence to pupil records where appropriate.

4. Pastoral care, regulation and behaviour

The apprentice will:

- Build positive, respectful and nurturing relationships with pupils.
- Act as a positive role model.
- Support pupils to recognise and regulate their emotions.
- Help pupils develop confidence, self-esteem and positive relationships.
- Use the school's agreed relational and behaviour approaches consistently.
- Recognise changes in children's presentation, behaviour or emotional wellbeing and communicate concerns appropriately.
- Provide calm, co-regulating adult support when pupils become dysregulated.
- Support successful transitions between activities and areas of school.
- Maintain clear, predictable routines for pupils who benefit from additional structure.

5. Safeguarding and welfare

The apprentice will:

- Place children's safety and welfare at the centre of their practice.
- Follow all safeguarding and child-protection procedures.
- Understand their responsibilities regarding the Prevent Duty.
- Report safeguarding concerns immediately through the school's agreed procedures.
- Maintain appropriate professional boundaries and confidentiality.
- Follow health and safety procedures and relevant risk assessments.
- Support pupils' personal care, physical or medical needs where this forms part of their agreed provision and the apprentice has received appropriate training.

6. Working as part of the school team

The apprentice will:

- Work collaboratively with teachers, teaching assistants, the SENDCo and wider school team.
- Communicate professionally with staff and other professionals.
- Attend relevant staff meetings, SEND discussions and training where appropriate.
- Contribute positively to the inclusive ethos of Harrow Gate Primary Academy.
- Maintain confidentiality and follow GDPR requirements.
- Take responsibility for their own development and respond positively to feedback.
- Participate fully in supervision, mentoring and apprenticeship reviews.

Apprenticeship and Eden Training requirements

The successful candidate will undertake the Teaching Assistant Level 3 Apprenticeship through Eden Training Solutions. It is a 12–15 month programme, with apprentices supported by a dedicated Skills Coach alongside workplace learning, e-learning, Functional Skills support where required and preparation for End Point Assessment.

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Person Specification

Essential skills

The successful candidate will:

- Have a genuine interest in working with primary-aged children.
- Have a particular interest in SEND and inclusive practice.
- Be committed to completing the Level 3 Teaching Assistant Apprenticeship.
- Be patient, caring, calm and consistent.
- Have good communication and interpersonal skills.
- Be able to build positive relationships with children.
- Be willing to work both independently and as part of a team.
- Be able to follow teacher direction while developing initiative and professional judgement.
- Understand the importance of confidentiality and safeguarding.
- Be willing to undertake training relating to SEND, communication, behaviour, regulation and individual pupil needs.
- Be reflective and receptive to feedback and coaching.
- Be committed to promoting equality, inclusion and high expectations for every child.

Desirable skills

- Previous experience of working or volunteering with children.
- Experience of supporting children with SEND.
- An understanding of autism, ADHD, speech, language and communication needs or SEMH needs.
- Some understanding of early reading/phonics and early mathematics.
- Experience of using visual or practical approaches to support children's learning.
- Awareness of strategies that support emotional regulation and positive behaviour.

Safeguarding statement

Harrow Gate Primary Academy is committed to safeguarding and promoting the welfare of children. The successful candidate will be expected to share this commitment and comply fully with the school's safeguarding, child protection, health and safety, equality and confidentiality procedures.

Contact Details:

School Name Harrow Gate Primary Academy
School Address Piper Knowle Road, Stockton-on-Tees, TS19 8DE
Telephone 01642 678934
Email: Enquiries@harrowgateacademy.org

Principal: Mrs V GALT

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

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WHY JOIN US?

We believe that our people are our greatest asset. That's why we offer a range of benefits designed to support your wellbeing, finances, and work-life balance.

HEALTH AND WELLBEING

Health Assured Employee Assistance Programme

All employees have access to Health Assured, a confidential support service providing:

- 24-hour wellbeing, information and counselling helpline
- Access to a dedicated wellbeing app
- Legal and financial information
- Mental health and wellbeing support
- Online resources, videos and tools

Whether you need practical advice or emotional support, help is available whenever you need it.

FINANCIAL BENEFITS

Cycle to Work Scheme

Our Cycle to Work Scheme helps colleagues save money on bicycles and accessories while promoting a healthier and more sustainable commute.

Octopus Electric Vehicle Scheme

Through our partnership with Octopus Electric Vehicles, employees can access electric car leasing through a salary sacrifice arrangement, making the switch to greener travel more affordable.

Wills and Benefits Service

Employees can access specialist services and advice to help with future planning and provide peace of mind for themselves and their families.

LIFESTYLE BENEFITS

Tastecard Membership

Enjoy access to Tastecard at a discounted rate, offering savings on:

- Restaurants and dining out
- Cinema tickets
- Days out and attractions
- Travel and leisure activities

EMPLOYEE DISCOUNTS

Benefit from access to a wide range of discounts on everyday spending, including:

- Shopping and retail
- Technology and electronics
- Supermarkets
- Travel and holidays
- Leisure and entertainment

WORKING TOGETHER

We are committed to creating a positive, supportive workplace where colleagues can thrive professionally and personally. Our benefits package is designed to help you look after your wellbeing, save money, and enjoy a healthy work-life balance while making a difference to the children and communities we serve.
Supporting our people, so they can support others.