



**Enquire Learning Trust Application Pack  
Apprentice Teaching Assistant – Level 3**

**ELTMAY2610**

Yarm Primary School  
Spitalfields  
Yarm  
TS15 9HF

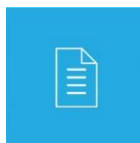
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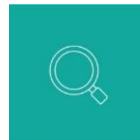
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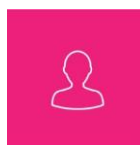
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## The Enquire Learning Trust

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.



## Yarm Primary School

At Yarm Primary, the adults in school work together to secure the best.

At Yarm Primary School, we are ambitious for our pupils to be great learners who are curious, confident to take risks and rise to challenges as they develop independence.

We support and challenge our pupils to make connections across their learning experiences to broaden and deepen understanding.

We believe that we can support children in reaching their targets, whatever their personal challenges through our authentic inclusive ethos and developing dynamic curriculum.

We place emphasis on supporting and celebrating the whole child by addressing their broader needs including mental health & wellbeing and creating safe environments where risks can be taken to enhance learning.

We value community and collaboration in securing great outcomes for our children, as they are equipped for life; whatever obstacles and opportunities they meet.

*'The best that school can get!'*

*'The most supportive teachers.'*

*'Everyone cares about all the pupils a lot.'*

*'It has built self-confidence in me.'*

*'I have always enjoyed school, and now they've got me ready for the next level...'*

Y6 'Leavers' summer 24

# 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

**Teaching Assistant Apprentice – Level 3**  
**Reference Number ELTMAY2610**

**Working Hours: 32.5**

**Working Weeks: Term time only plus 5 days**

**Salary Scale Range: £7.55 per hour rising after 12 months (age dependant)**

**Contract Type: Fixed term – 18months for the duration of the apprentice course**

**Start Date: 1<sup>st</sup> September 2026**

**Location: Yarm Primary School, Spitalfields, Yarm, TS15 9HF**

**About us**

At Yarm Primary we believe in maximising the potential of all members of our learning community. Therefore as a school we develop collaborative working and provide a creative nurturing learning environment where quality first teaching empowers pupils to be life-long learners.

We are inclusive and promote a culture of mutual respect and high expectation.

We want our children to be happy, to have high self-esteem and to develop confidence in themselves and their abilities, so that they can learn to handle new situations and accept the challenges that life (in the outside world) has to offer, even when those challenges might seem unfair.

**About the role**

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.

**What we are looking for**

Someone who:

- Can communicate effectively and work in a team environment.
- Is patient, calm and has a good sense of humour
- Demonstrate high expectations of positive behaviour for learning
- Will be committed to the role, our values and our school team.

**What we can offer**

- Enthusiastic children, who are ready and willing to learn and explore
- Excellent CPD opportunities
- A supportive, friendly and safe school community
- Modern facilities in a spacious environment.
- A strong sense of community and family atmosphere
- An opportunity to work in a school with high expectations and the capacity for continued further improvement.

**Working arrangements**

Monday – Friday 8.35am – 3.35pm

**For more information, please contact** Jill Wood – school principal – via the school office –  
01642 782731

Details of visits to school are welcome please contact the school office on 01642 782731

## How to apply

You can apply for this position by visiting [The Enquire Learning Trust](#)

**Closing date and time: Wednesday 10<sup>th</sup> June 12 noon**

**Interview Date: Wednesday 17<sup>th</sup> June**

## 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 DBS**

# Job Description

## 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. 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.

## Personal Specification

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE or equivalent English (Grade 9-5) desirable</li><li>• GCSE or equivalent Maths (Grade 9-5) desirable</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Communication skills</li><li>• IT skills</li><li>• Attention to detail</li><li>• Organisation skills</li><li>• Problem solving skills</li><li>• Number skills</li><li>• Team working</li><li>• Creative</li><li>• Initiative</li></ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• Flexible approach</li><li>• Calmness</li><li>• Awareness of confidentiality</li><li>• Show initiative</li><li>• Enthusiasm for role</li><li>• Reliable</li><li>• Have high expectations</li><li>• Nurturing Personality</li></ul>



# Yarm Primary School Spitalfields, Yarm, TS15 9HF



**Principal: Jill Wood**

**Telephone: 01642 782731**

**Email: [yarm@yarmprimary.org.uk](mailto:yarm@yarmprimary.org.uk)**

*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