



**MENSTON PRIMARY SCHOOL
EARLY YEARS APPRENTICE
GENERAL CLASSROOM ASSISTANT
CANDIDATE BROCHURE**



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Key Facts and Statistics

Type of School	Community Primary School
Location	Menston, West Yorkshire
Denomination	None
Age Range	4 to 11 Years
Co-Educational or Single Sex	Co-educational
Number of Children	428
Number of Teaching Staff	19
% of Children with SEN	8.4%
% of English as an Additional Language	0.46%
% of Children on Free School Meals	3.50%



School Awards





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Our School

At Menston Primary School, we provide the children with a high quality education and pride ourselves on a team ethos, expecting the highest standards of care, learning and achievement for all of our children.



As a team, we work to foster a lifelong love for learning. Everything we do is centred around the children and their right to be encouraged, to achieve, to find their talents, to enjoy learning and to succeed in whatever they choose. We strive to create an environment that allows children to enjoy learning within a happy and caring environment.

Our History

There has been a village school on our site since Victorian times. In the 1960s a 'new' infant school was added to the site and in 2004 a third building was added which houses three classes and our before and after school 'Care Club'.



Our Environment

Menston Primary consists of three main buildings set in extensive grounds, comprising of a den building and campfire woodland area along with a school garden, a polytunnel, a minibeast area and pond. This promotes a healthy attitude to nature, which we, as a school,

greatly value. All our children have regular, planned outdoor learning experiences and we run residential trips in Key Stage 2.

As well as teaching the importance of nature, we also ensure that children engage in team work and exercise. We have very large playing fields, both with all-weather 'daily mile' tracks, as well as three playgrounds, which really help our children to explore a range of sporting activities and have fun. We participate in friendly, but serious, competition within our local schools' sports leagues based at Ilkley Grammar School. We also have many talented musicians and we have been developing musical opportunities steadily for several years.

We are proud of our warm and positive learning environment. Our classrooms are well equipped and our teachers are innovative and creative. They love to inspire our children.

As well as working to deliver a broad and relevant education, the school is developing a curriculum which promotes the STEM subjects of Science, Technology, Engineering and Maths alongside regular, planned outdoor learning.



Our Ethos

We believe that teaching children how best to learn in different situations is as important as the subject specific knowledge they all need to acquire. Because of this we encourage our children to take increasing control over their own learning, to coach each other and to peer and self-assess where this is appropriate. As a result, each day our children grow more confident and more independent and they are able to take on more responsibility for their own learning.



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Job Description – Early Years Apprentice General Classroom Assistant

Hours	32.5 hours per week including a training day at Shipley College Term Time Only for up to 18 months
Closing Date	Midnight on Wednesday 1 st September 2021
Interview Date	W/C 13 th September 2021

Generic Introduction:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford Council/This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Bradford Council/This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objectives of the Post:

We are looking for an enthusiastic apprentice to join the team at Menston Primary School supporting children in our Early Years provision. This is a great opportunity to start your career in education and it will lead to a Level 2 Early Years Apprenticeship through Shipley College.

As an apprentice you will be working as part of the team to gain as much practical experience as possible throughout the duration of your course. During your apprenticeship you will report to the class teachers in Early Years Foundation Stage.

Under supervision you will work under the direct instruction of teaching/support staff to support access to learning for pupils and provide general support to the teachers in the management of pupils and the classroom.

DUTIES:

Support the pupils by:

- Under supervision undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.

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- Under supervision carrying out pre-determined educational activities and work programmes whilst promoting independent learning
- Under supervision working to establish a supportive relationship with the children and their parents
- Under supervision encouraging acceptance and inclusion of children with special needs
- Under supervision promoting and reinforcing children's self-esteem

Support the teacher by:

- Under supervision monitoring individual children's needs and reporting these to their designated supervisor as appropriate
- Under supervision keep such records of the children's development as are required by the school
- Under supervision assisting teaching staff in the planning of work programmes for individuals and groups of children
- Under supervision provide support to the teacher in the delivery of local and national teaching strategies
- Under supervision supporting teaching staff in the carrying out of home visits
- Under supervision assisting the teaching staff in the smooth transition between educational phases

Knowledge and Skills:

(See also Personnel Specification)

- To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- Participate in development and training opportunities
- Good communication skills both oral and written
- Use basic technology – computer, video, photocopier
- Excellent organisational skills
- Commitment to self and team development
- Work in ways that promote equality of opportunity, participation, diversity and responsibility
- A professional responsibility to promote and safeguard the welfare of children and young people

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Personal Qualities:

- Highly motivated
- Calm and caring nature
- Neat and professional appearance
- Good time keeping and organisational skills

Environmental demands/Working Conditions:

- Will have long periods of sitting or standing
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you
- Report all concerns to an appropriate person

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language

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Special Conditions of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required)

Other considerations

- Please ensure you have researched the role, Menston Primary School and Shipley College and are able to travel to both
- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher
- To act in accordance with the General Data Protection Regulations and maintain confidentiality at all times e.g. access to staff/student/parent and carers files
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act
- Must be legally entitled to work in the UK

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Person Specification – Teaching Assistant Apprentice

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working in a team situation. E • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. E • Demonstrate an aspiration for a career working with children or recent experience of working with children in either a paid or voluntary role. E
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. D • Other relevant qualifications relating to the post (or working towards relevant qualifications) e.g. Level 2 NVQ in Health/Childcare, first aid qualification. D • Willingness to participate in further training and development opportunities. E

KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Will possess knowledge of the School’s relevant procedures or practices. D • Will have an outline understanding of relevant legislation. D • Will have knowledge of some of the policies covering their service area. D • Problem solving skills. E • Good communication skills. E • Good numeracy/literacy skills. E • Basic ICT skills. E • An understanding of the needs of a multicultural society. E • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. D • Knowledge of childcare at an appropriate age. D • Awareness of child development. D • Knowledge and commitment to schools Equality policy. D
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- Ability to relate well to pupils and adults. E
- Ability to work constructively as part of a team. E
- Ability to remain calm under pressure. E
- Demonstrate a commitment to working with children of the relevant age. E
- Demonstrate good co-operative, interpersonal and effective listening skills. E
- Maintain confidentiality in matters relating to the school, its pupils, parents or carers. E
- Ability to perform all duties and tasks with reasonable adjustments where necessary. E
- Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. E
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. E

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Tel: 01943 873180



Due to the school being closed for the summer we are unable to offer candidates visits to the school at this time; however, as an alternative, we recommend candidates take a tour of our website at www.menstonprimary.co.uk.

If you have the skills and ambition to join our team, we would love to hear from you. In your personal statement we are interested in how you would be looking to make a positive contribution to our school, so please read the attached guidance 'Tips on applying for Teaching Assistant roles'.

Completed applications should be submitted to cv@shingley.ac.uk

Please contact the Apprenticeship Team at Shingley College on 01274 327211 if you have any questions or [click here](#) to be directed to the Institute of Apprenticeships and Technical Education for more information on the L2 Early Years Practitioner Apprenticeship standards.

Closing Date for the post: midnight on Wednesday 1st September 2021

We will contact shortlisted candidates with the next stage of the recruitment process taking into account Government advice at the time. However, interviews will take place the week commencing 13th September 2021. The successful candidate must be available to start in September 2021.

A copy of our Privacy Notice for applicants can be accessed [here](#).
To view our latest Ofsted report please [click here](#).