

## Job Description

1. **Job Title:** Apprentice Teaching Assistant

2. **Responsible to:** Head of Learning Support

### 3. Job Summary

- To work as an Apprentice Teaching Assistant within the Junior Department (Years 3 and 4).
- To support teaching staff in delivering high-quality care and education, while developing the skills, knowledge, and experience required to become an effective Teaching Assistant. The role will contribute to helping pupils become safe, confident, and successful learners.
- Under the guidance of class teachers and the Head of Learning Support, the apprentice will assist in working with individual pupils and small groups within the classroom, supporting their learning and helping to ensure all children can access the curriculum.
- The post holder will learn to carry out the professional duties of a Teaching Assistant, including supporting classroom organisation, promoting positive behaviour, and contributing to a safe and inclusive learning environment, in accordance with the school's policies and under the direction of the Headmaster.

### 4. Key Responsibilities

#### a) Teaching and Learning

- Support the educational and social development of pupils under the guidance of teachers and the Head of Learning Support.
- Assist in the preparation and adaptation of learning activities for individual pupils and small groups, helping to extend learning where appropriate and support progress.
- Provide in-class and out-of-class support to enable pupils to participate fully in learning activities, including those with specific learning needs, and help develop their social skills.
- Support the monitoring of pupil progress and contribute to feedback as directed.
- Undertake supervision duties as directed.

#### b) Administrative Duties

- Assist in the preparation and organisation of classroom materials and resources.
- Help ensure that departmental materials and equipment are safe, well-maintained, and stored appropriately.
- Support teachers and the Head of Learning Support in maintaining pupil records.
- Assist with examination administration where required.
- Provide support with pupil data entry and basic analysis as directed.
- Attend meetings and training sessions appropriate to the role.

#### c) Safeguarding Duties

- All staff at St Andrew's Prep and Nursery are required to take responsibility for providing an environment in which children are safe, feel safe and can learn, whether in or outside the setting.
- Working closely with the children on a daily basis means that a child may make disclosures or staff may notice indicators of possible abuse or neglect. Staff have a responsibility to be familiar with the procedure of passing on concerns to the DSL or appropriate agency.

- All staff must therefore:
  - Be familiar with St Andrew's Prep's systems which support safeguarding, including the Child Protection and Staff Behaviour policies, and the role of the designated safeguarding lead (DSL)
  - Have knowledge of the early help process and of referrals to social services.
  - Identify children who may benefit from early help; know the signs of abuse and neglect and of what to do if a child makes a disclosure.
  - Keep up to date with child protection training.
  - Always act in the best interests of the child.
  - Maintain good links and dialogue with the children's families.
- Through strict adherence to the staff code of conduct and common-sense precautions staff will not only protect the children but also their own reputation and that of the St Andrew's Prep and Nursery.

## **5. General Responsibilities**

- Follow all school policies relating to safeguarding, child protection, health and safety, security, fire, and emergency procedures.
- Report and record incidents, including welfare, behavioural issues, and accidents, using the School's systems (e.g. CPOMS, ClassCharts, ISAMS).
- Work in accordance with the School's Equal Opportunities Policy.
- Contribute to the wider life of the school, including supporting extra-curricular and after-school activities where appropriate.
- Maintain confidentiality and comply with data protection regulations at all times.
- Undertake any other reasonable duties commensurate with the level of the role, as directed.
- Participate in training and development opportunities as part of the apprenticeship programme.
- Demonstrate a commitment to ongoing professional development.

## **6. Additional Information**

Whilst every effort has been made to outline the main duties and responsibilities of this role, this is not an exhaustive list. The post holder will be expected to undertake any reasonable duties as requested by a manager, in line with the level and scope of the post.

## **7. Person Specification**

The successful applicant should:

- Demonstrate a willingness to learn and develop the skills required to support pupils across the curriculum, in line with the job description.
- Have an interest in working with children in a school setting; any previous experience (e.g. volunteering, work experience, or childcare) is desirable but not essential.
- Be enthusiastic about supporting children with a range of abilities and learning needs, and keen to develop experience in this area.
- Show an awareness and appreciation of pupils who speak English as an additional language, with a willingness to develop skills in supporting them.
- Be committed to the values of St Andrew's Prep and to playing a full part in the life of the school community.
- Demonstrate an understanding of the importance of safeguarding and child protection, and a commitment to promoting the welfare of children (training will be provided).

- Show an awareness of the needs of primary-aged pupils and a willingness to develop their understanding further.
- Promote fairness, inclusion, and equality of opportunity, and believe that all children should be valued equally.
- Support and uphold Fundamental British Values.
- Have a positive attitude, a good sense of humour, and a willingness to contribute to a supportive team environment.
- Be approachable, open, and able to build positive relationships with children and adults.
- Be flexible, reliable, and willing to learn from others while maintaining a professional approach.
- Show the ability to work independently when appropriate and demonstrate initiative, while recognising when to seek guidance and support.
- Demonstrate enthusiasm, motivation, and a commitment to completing the apprenticeship successfully.
- Present a professional appearance in keeping with the role.
- Be willing to develop confidence in communicating with colleagues and, where appropriate, parents.
- Show initiative and the ability to work independently, while knowing when to seek support.

## 8. Terms and Conditions

**Salary:** £12.71 per hour

**Hours of work:** Working hours will be Monday to Friday 9.00am to 3.00pm, with a 30-minute unpaid break, term time only (27 ½ hours weekly). Outside these hours, your attendance may be required at staff meetings, training days parents' evenings and fixtures.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** 4 weeks plus Bank Holidays, pro rata, to be taken during School holidays. Pay for this is included in the salary.

### Other Benefits:

- Free meals during working hours when Dining Hall open
- Life Assurance
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Access to our SPARKS App where you can book virtual GP and physio appointments for yourself and your immediate family.
- Staff car park

## 9. Application Process

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form. An up-to-date CV and covering

letter may be uploaded with this online application form. Early applications are encouraged. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

**Closing Date:** Monday 22 June 2026

For further information please contact Human Resources Department on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288.

## 10. Safeguarding Statement and Equal Opportunities Statement

*St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.*

*The post holder will be engaging in regulated activity.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.*

*St Andrew's Prep welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils*

*St Andrew's Prep is a non-smoking establishment.*