



Post Title: Apprentice - Teaching Assistant

Dates: Closing date for applications: Sunday 01st November 2026
Interviews: To be confirmed
Start date: 01st December 2026

Starting Salary: National apprenticeship rate of pay

Location: Swanage, Dorset

Contract term: 2 years of apprenticeship

Key Purpose:

Under the direction of, and reporting to, the SENDCo to support students' learning through in class support, group work and one to one guidance.

- Work with class teachers to raise the learning and attainment of students.
- Promote students' independence, self-esteem and social inclusion.
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Key Responsibilities:

- Supporting teachers to scaffold learning in the classroom in a variety of subjects and learning areas.
 - Organise and lead small group work for literacy support using existing learning programmes.
 - Assisting interventions to support development of speech and language, numeracy, handwriting/presentation etc.
 - Liaising with class teacher, SENDCo and other professionals about individual's education needs.
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- Helping to research and make appropriate resources to support learning and enable access to the curriculum.
 - Monitor student responses to learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes.
 - To prepare work and activities in advance of the lesson e.g photocopying, laminating, making learning resources.
 - To be willing to support playground/break time supervision e.g educational games, homework clubs etc.
 - To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
 - To promote the safeguarding and welfare of children and young persons for whom you are responsible and with whom you come into contact.
 - In addition, the job holder will be expected to carry out any other duties commensurate with the post as may be reasonably required by the SENDCo.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher.
 - Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
 - Collaborate and work with colleagues and other relevant professionals within and beyond the school.
 - Develop effective professional relationships with colleagues.
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Health and safety

- Promote the safety and wellbeing of students and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's Child Protection Policy.
- Look after children who are upset or have had accidents.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all students in the school.

The TA will be required to follow The Swanage School policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • First-aid training, or willingness to complete it
Experience & other skills	Essential: • A genuine commitment to improving life chances for young people • Excellent verbal and non-verbal communication skills • Willingness to participate in further training and developmental opportunities offered by the school • Willingness to improve own knowledge and practice • Ability to supervise and organise students • Ability to manage behaviour in a calm and positive way • Ability to communicate effectively and sensitively with children, young people, parents and carers • Ability to work independently • Ability to demonstrate the positive values, attitudes and behavior they expect from children and young people • Excellent organisation skills • Ability to multi-task • Professional manner Desirable but not essential: • Experience working in a school environment or other educational setting • Experience of learning activities (under supervision)

Information about the school can be found on our website, along with our application form www.theswanageschool.co.uk

If you have any questions about the school or the role or if you would like to arrange a visit to the school, please contact Jen Heath on:

jenheath@theswanageschool.co.uk or phone 01929 500599

The Swanage School is an Academy with its own terms and conditions that broadly follow National School Conditions but with the freedom to pay salaries that will attract outstanding teachers.

As an equal opportunities employer we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.


