



Apprentice Teaching Assistants

Thank you for showing an interest in our vacancies. To assist you with your application, please find detailed below a list of information contained within this recruitment pack:

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If you require any further details about this post, please do not hesitate to contact the HR Department on 023 9234 4400.

1. Job Description

This Apprenticeship will be based at Portsmouth College and will provide candidates with the skills needed to help start their career in Education within a College environment.

Job Title: Apprentice Teaching Assistant

Responsible To: Relevant Learning Area Manager

Principal Responsibilities/Duties

You will be required to provide support for the department by working in a range of classes with individual students or groups, as directed by the Learning Area Manager. You will work towards being able to deliver one-to-one or small group programmes outside the classroom for learners as identified by the Learning Area Manager, in conjunction with teaching staff. As your experience develops you may at times be required to cover part of a lesson or to set work for whole classes, in the case of the sickness absence of teaching staff, as directed by the Learning Area Manager.

Specific key responsibilities that will be developed

1. Monitor and help named students and groups of students in working towards their learning and/or behaviour targets in the classroom, as directed by the Learning Area Manager in conjunction with teaching staff.
2. Support the teachers' delivery of the curriculum by knowing how to make work easier/more appropriate for students.

3. Deliver one to one and small group programmes to students who are in need of extra support or stretch and challenge, outside the classroom, as directed by the Learning Area Manager in conjunction with teaching staff.
4. To communicate concerns and news of progress to teachers and Learning Area Managers, on a regular basis, including at team meetings.
5. Supporting students with a range of barriers to learning to access the curriculum whilst encouraging the development of independent learning skills. At the direction of the teacher, work may include a range of tasks, relevant to the course and development of the student.
6. Assist in the preparation/adaptation of teaching and learning materials.
7. Being prepared to use ILT/assistive technologies when supporting learners and in the role of Teaching Assistant.
8. Assisting with the supervision of students both on and off site when required, for example on work experience or on trips/visits.
9. Contribute to the development of the Learning Support team by attending review meetings, staff meetings and in service training as appropriate.
10. Carrying out designated record keeping and general administration.
11. Undertake regular staff development relevant to the requirements of the role and apprenticeship, as required.
12. Participate in relevant College quality assurance procedures, including performance management reviews and the relevant self-assessment review.
13. To be temporarily redeployed by the Learning Support Co-ordinator, in conjunction with the Learning Area Manager, to Learning Support in another area of college in cases of unavoidable need
14. Carry out department specific duties as required and directed by the Learning Area Manager
15. To give assistance at College functions such as Awards Evenings, Open Evenings (December, February and June) and Enrolment (August / September)
16. To help out in other College departments (e.g. Reception, Exams or the Learning Resource Centre).
17. As experience develops, deliver pre-prepared set work to whole class groups and support their work in the event of teaching staff absence

General Responsibilities

1. To provide a high level of customer service to students, staff and visitors
2. To fulfil your duty not to discriminate against students or potential students or staff
3. To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
4. To comply with the College Equality, Diversity and Inclusion Policy
5. At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement
6. To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
7. Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises

8. Any other duties as may be reasonably allocated from time to time by the Principal.

College Departments

Teaching Assistant Apprentices are being recruited in the following areas:

- English Level 2
- Business
- Health & Social Care
- Public Services
- Sport
- ICT & Creative Media
- Learning Difficulties / Disabilities - Horizons

Training Programme

The Teaching Assistant Apprenticeship consists of:

- NVQ Level 2 Certificate in Supporting Teaching and Learning
- Functional Skills English Level 2, Maths Level 1 and ICT Level 1

Learning Provider: Portsmouth College

Learning Provider Description:

Portsmouth College recognise that Apprenticeships are designed to meet the needs of individuals just like you. The apprenticeship route enables individuals of all ages to work towards a nationally recognised vocational qualification. This route will help you gain economically important skills with an employer and these transferable skills will help enhance your future career development. The Portsmouth College apprenticeship team work closely with employers, assisting them with the recruitment, selection and training of people. The success of the Portsmouth College apprenticeship training programmes is based on the rigorous assessment of the needs of the individual business and our emphasis on placing you on the right programme with a suitable employer. For the duration of your apprenticeship you will be assigned a dedicated assessor who will identify and design a training plan to meet your individual needs in partnership with an employer. This then enables us to provide you with regular one to one support in the workplace with the development of your skills. As part of the apprenticeship you will work towards achieving a nationally recognised vocational qualification allowing you to gain invaluable experience in your chosen industry through on the job training and learning whilst earning a wage, you earn and learn at the same time! The apprenticeship consists of a range of qualifications that make up an apprenticeship framework. These include a National Vocational Qualification (NVQ), a Vocational Related Qualification (VRQ), Key Skills or Functional Skills, Personal Learning and Thinking Skills and Employment Rights and Responsibilities. We currently work with small, medium and large organisations who want to invest time and training in you and your career so take control of your future today and register your interest for an apprenticeship.

Vacancy type: Intermediate Level Apprenticeship

Apprenticeship Framework: Supporting Teaching and Learning

Expected duration: 12 months

3. Person Specification

Skills Required

- Experience and a basic understanding of the individual subject supporting
- The ability to work using initiative or as part of a small team
- Good communication skills (written and verbal)
- Basic IT skills including knowledge of Excel and Word
- Effective interpersonal skills, for example with pupils, colleagues and external partners

Qualifications Required

Good general education in either GCSE's or equivalent

Personal Qualities

- A supportive and co-operative team member
- Committed to equal opportunities
- A flexible, open minded approach
- A positive attitude and hardworking approach
- Commitment to equality
- Highly motivated and reliable
- Ability to manage own time well to meet competing demands
- Ability to relate well to children and young people and members of the community
- Appreciation of the individual subject

Information about Portsmouth College

At the start of the 2006/7 academic year, Portsmouth College was just beginning a long journey to where we are today. With just over 650 16-18 year old students, a poor profile in the city, facilities much in need of a face-lift and student success rates which left a lot to be desired, things needed to change. Twelve years on, with the support of a brilliant team of staff and governors, as well as a wide range of great city partners, Portsmouth College has been transformed. This has since been reflected through the recent Solent regional Area Based Review (ABR) process from which Portsmouth College has emerged as a viable, resilient and robust institution, proudly continuing as an independent, standalone, high quality and innovative sixth form college.

Student Enrolment, Success and Progression

16-19 year old student enrolments are now over 1,400, having literally doubled in the last twelve years. With recent 15% growth, Portsmouth College is one of the fastest growing colleges in the UK in percentage terms. The College is now the first choice institution for the

majority of 16 year olds leaving the city's state secondary schools. It has also begun to draw students in from the private sector, with students from the High School for Girls, Mayville High School and St John's College all now enrolled. It is also beginning to draw students in from farther afield; Fareham, Gosport and Isle of Wight based learners are all now attending.

We are well known for being a College which is filled with positive energy and which has a unique structure of the day: 9.55 am – 4 pm, in two blocks, for all lessons and no trapped time for students. Seven successive years of improvements in results have also played a big part in our growth. Record numbers of level 3 students were successful in their courses last summer and 47% of them achieved A* - B grades or their equivalent. Numbers of students progressing on to Russell Group and other top 30 universities have also increased significantly between 2011 and 2017.

We were graded 'good' in all areas by Ofsted in March 2017. In a glowing report inspectors said that the College was an institution where *'students flourish, become more confident, enjoy their studies and make good progress.'*

A Culture of Innovation

The College has continually sought to innovate over the last twelve years. This has been most obvious in the unique 'Curious and Creative Learning' project which has seen all students, teachers and student-facing support staff receive an iPad. These are being used to transform learning, teaching and assessment at the College.

The devices provide teachers with the technology to make lessons ever more interesting, up to date and engaging. They give students the chance to develop the independent research and digital literacy skills that are vital to their success at College and in the world beyond, and which are much valued by leading universities and employers. The project continues to genuinely transform the way everyone works at the College. The College has also embraced the need to develop the employability skills of its learners, to help them progress successfully to further study and employment. The 'E6 Programme' provides all students with the opportunity to undertake work experience, volunteering placements, enterprise programmes, get more exercise and sign up for 'PEP' talks. These 'PEP' talks help students prepare for progression to either university or the world of work, with expert outside speakers running workshops. The enterprise programme sees interested students given the chance to develop their own small business ideas and put these into practice. Work experience is being arranged for students with a wide range of employers across the city. Students are also able to volunteer to help in a range of settings, most notably primary school classes, assisting with reading and maths. Students are offering life-changing one-to-one help in these contexts.

The College Sports Academy runs not only the traditional team sports in areas like football, rugby, hockey, netball and basketball, but also a range of exercise classes and individual participation sports such as Zumba, futsal, table-tennis and boxercise. The 'E6 Programme' is designed to equip students with the wider soft skills they need to succeed at university and in work. The programme also compliments the work the College is doing with local employers, through the provision of a growing range of apprenticeship frameworks. These are allowing students to 'earn while they learn'; spending four days a week at work and a day a week getting sector-specific qualifications in College.

This culture of innovation enabled Portsmouth College to win an Association of Colleges Beacon Award for the use of Technology in FE, 2017/18, effectively meaning we are the best College using hand-held technology with our students in the country! We were also shortlisted for the Times Educational Supplement Awards in the 'Best Teaching and Learning Initiative'

and 'Outstanding Use of Technology', putting us in the top three nationally in both these categories.

Partnership Working

The backbone of the success of the last twelve years has been the genuine partnership working approach the College has adopted in all that it does. The Principal and all staff have worked hard to meet the needs of the local community whenever and wherever they have been able. The very close working relationship with the city's secondary schools is testament to this.

From simple changes such as holding our interviews in the evenings and at weekends so pupils don't miss lessons, through providing a specialist 'able and talented' programme for the highest achieving pupils in schools, to running revision workshops for year 11 pupils in the run up to their GCSE exams, the College always seeks to work in harmony with local schools. This work was given national recognition in 2017 when the College came runner up in the Sixth Form Colleges Association Community Impact Award.

More broadly the College is also well represented on a range of bodies, organisations and working parties across the city, it co-operates closely with Portsmouth City Council and is a member of the Portsmouth Education Partnership. It also has excellent relationships with the local authority, elected councillors and both local MPs. The ethos of the College is built around local, effective collaboration and it always seeks to meet the needs of the city.

2005 to 2018 has seen enormous change in the world of post-16 education. This has been more than matched by the changes at Portsmouth College. It is now a thriving institution, woven into the fabric of the city, embracing innovation, continuing to recruit ever more students and delivering better and better outcomes for them. The College now wishes to sustain, consolidate and strengthen its Ofsted grade of 'good' whilst continuously striving for excellence.

Principles of Recruitment

- We aren't afraid to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.
- We don't recruit people who just want a job.
- We seek to appoint people who inspire and work well with others.
- We don't recruit people who prefer to work alone.
- We seek to appoint people who will grow with your team and with the company.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.
- We don't recruit people who are political or manipulative.

Summary of the terms and conditions of employment

- Under the terms of your apprenticeship contract, whilst only working during the College terms you are employed for the equivalent of 30 hours per week, 52 weeks per year, totalling 1560 hours per academic year
- 20% of your working time (312 hours per year) is allocated to your apprenticeship training and studies. Training will take place each Thursday afternoon, 1.00 pm to 4.00 pm during term time.
- The salary for this post is set at **£117.00** per week. Salary is paid monthly directly into a bank or building society account.
- This apprenticeship is temporary for one year.
- You will be allocated the equivalent of 180 hours per academic year (equivalent of 22 days plus 8 bank holiday) annual leave. As this is a term time post, you will not be entitled to take holiday during the College terms and instead you will receive payment for holiday and this will be paid to you in twelve equal instalments over the year.
- The remaining hours (1068) are to be worked term-time (39 weeks) as detailed below:
Monday and Tuesday 9.00 am to 4.00 pm
Wednesday and Friday 9.30 am to 4.00 pm
Thursday 10.00 am to 12.30 pm
Your working day will include a 30 minute unpaid lunch break. This will equate to working an additional 4½ hours over the duration of one year and therefore a payment for this will be made at the end of this one year post.
- As part of the apprenticeship programme, training time can be directly linked to your studies (eg teaching time) and can also include team meetings, staff briefings, INSET days, shadowing etc.
- If you work during a College enrolment period, any hours you work over and above your standard working hours, will be paid at the Colleges' casual administration rate.
- Sick leave is in accordance with the procedures and regulations for support staff, as laid down by Portsmouth College.
- The College is committed to safeguarding children, and therefore pre-employment checks will be carried out on the successful candidate including an enhanced DBS check
- This appointment is subject to a probationary period of up to six months. We view probation as a supportive process but if performance is not satisfactory it could lead to the termination of the contract.

Future Prospects

By completing a Teaching Assistant Apprenticeship, the successful candidate will gain qualifications and experience to enable them to apply for full or part time positions as a

Learning Support Assistant, and roles within the education industry. You would also have the option to progress into teaching or degrees/foundation degrees with a teaching qualification.

Reality Check

The post may include weekend and evening work. How flexible are you in your working hours? Do you have any commitments that would prevent you from working either regular hours or at certain times? If you get to interview stage please be prepared to discuss this in detail. (We are prepared to work around the odd commitment)

Instructions for applying

Should you wish to apply for one of these positions, please forward a copy of your current CV and letter of application, **stating which areas you would be interested in**, to the HR Department at hr@portsmouth-college.ac.uk. Shortlisted candidates will need to complete a College Application form. These vacancies are also advertised on the Apprenticeships website: www.apprenticeships.org.uk

Closing date for applications – **10 am on Monday 24th June 2019.**

If you have any questions, please do not hesitate to contact the HR Department on (023) 9234 4400.