

APPRENTICESHIPS

Teaching Assistant - Level 3



PROGRAM DETAILS

This Teaching Assistant apprenticeship is for those who work or want to work in Primary, Special and Secondary education across any age range to support the class teacher to enhance pupils' learning. Typically they are employed as TA's. Learning Support Assistants or SEN Support Assistants to support groups or individuals to ensure pupils understand the work set, know their learning objectives and stay on task in order to make progress.

RECRUITING YOUR APPRENTICE

Once you have registered a job with us and told us all about your requirements, what it is like to work in your setting and the type of person you are looking for, we will then carefully match suitable candidates and present you with the most suitable candidate CV's. We advertise your vacancy on our website and also on our social media channels. We will arrange interviews on your behalf and manage the job offer process when you are ready to appoint. We interview and conduct initial assessments on all of our candidates to ensure from the onset that they are committed and are suitable for the apprenticeship and your school.

ENTRY REQUIREMENTS

Candidates must have achieved a Level 2 in Maths and English by the end of the apprenticeship (Grade C/4 equiv at GCSE). Therefore, in order to be accepted on program they must hold a grade C/3 in at least Maths OR English and a D/4 in the other. They will then be subject to a skills assessment to see if they qualify for Functional Skills support to achieve a level 2 in both subjects by the end of the apprenticeship.

TRAINING DELIVERY

Learners will enjoy a blended approach to delivery and attend our Tutor led classroom session at our Carlisle based training centre (or via live ZOOM conferencing technology) one full day a month.

These are planned sessions across the academic year which are underpinned by online interactive learning via our bespoke platform OLLIE.

COURSE CONTENT

This apprenticeship is designed to develop the learners' knowledge, skills and behaviours (K.S.B) in order to successfully complete an EPA (End Point Assessment).

Opposite you will see a breakdown of the K.S.B the learner will be exposed to in this apprenticeship.

APPRENTICESHIP DETAILS

The course content includes a range of topics which make up the variety of knowledge, skills and behaviours of what makes for a highly competent and professional TA. By acquiring these elements your new recruit will graduate the apprenticeship a fully competent and well trained Teaching Assistant.



KNOWLEDGE

- Developing strategies for support
- Communication and team work
- Working with Teachers to accurately assess pupils
- Using technology effectively in the classroom
- Problem solving and the ability to motivate pupils

SKILLS

- Understanding how pupils learn
- Recognise how use of technology supports learning
- Understand the support and assessment for learning
- Gain a knowledge of the curriculum
- Understand the importance of keeping children safe

BEHAVIOURS

- Building relationships and embracing change
- Adding value to education by supporting students
- Promoting equality and diversity and inclusion
- Demonstrating a professional approach to work
- Teamworking collaboration and engagement



EMPLOYER RESPONSIBILITIES

Your apprentice must be allocated a **mentor** in the workplace to assist them within the day to day working environment and to act as contact for the tutor. This is usually their class teacher they work with regularly.

The mentor/employer must;

- Support the apprentice, while on-programme, to achieve the standards set out in the apprenticeship
- Pay a min of £4.81 an hour (from April 2022)
- Offer min of 30 hours a week
- Fund the learners' enhanced DBS upon offer of employment
- Determine when the apprentice is working at or above the level outlined and is ready for their end point assessment
- Support the apprentice as they develop their portfolio of evidence
- Allow 20% of time off the job for online learning and classroom based lesson attendance
- Allow opportunities for a variety of off the job training such as attendance to inset day training, staff meetings or briefings, and coaching from a range of staff

FUNDING & COSTS

If your school pays into the apprenticeship levy, the cost of the training is covered. If you don't pay into the levy then the government still covers 95% of the costs so you only pay **£250 of the Teaching Assistant course fees;**

HOW MUCH DOES IT COST TO EMPLOY AN APPRENTICE TA?

Based on a typical term time only contract; 30 hours week apprentice wage (£4.81 from 1st April) the wage bill/cost of an apprentice TA would only be **£6,414 a year.**

example calculation - $(£4.81 \text{ hr} \times 30 \text{ hrs a week} \times 44.45 \text{ weeks (39 working weeks plus 5.45 holiday weeks' pay)}) = £6414$ **Please note that we do encourage employers where possible to pay more than minimum wage if they can.**

**£1000 incentive
for 16-18 year old hires**



LEARNER JOURNEY

The TA Apprenticeship typically takes between **18 to 20 months to complete**. The program includes 18 months of "on-programme learning" followed by assessment for **Gateway**. Learners will be provided with a clear scheme of work which will set out the scheduled classroom and online sessions, 1-2-1 reviews, Tutor observations and mock end point assessments. Using OLLIE, our online learning tool, allows learners to prepare for and gain knowledge of topics prior to live classroom delivery. This virtual learning platform has been specially designed for our learners and is a fun, interactive tool which clearly measures learner success and assists in the decision to move a learner to Gateway.

GATEWAY

When an apprentices is ready for Gateway, they must have proof that they hold a **Level 2 in English & maths** so for learners engaged in functional skills training, this must be completed before EPA can take place. At this stage, completion of a portfolio of evidence to support the professional discussion must also be completed.

END POINT ASSESSMENT

The EPA for Teaching Assistant is made up of a practical observation in the workplace of around 2 hours in total with 15 mins of associated questions. There is also a 90 min professional discussion which is supported by a portfolio of evidence (containing a minimum of 10 pieces of evidence) which can be used by the apprentice to evidence and support their responses to those questions.

The learner is awarded either a distinction, pass or fail following EPA. Should they fail one or more of the EPA methods they will be offered the opportunity to take a resit/retake.

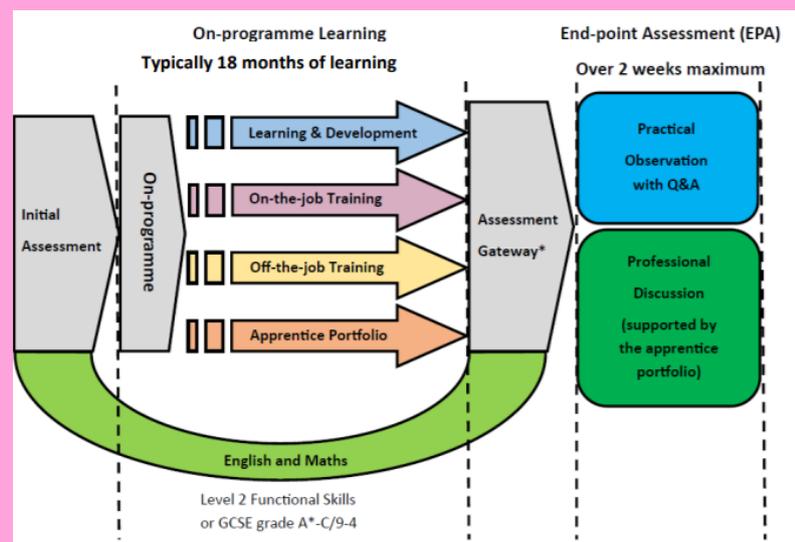


Diagram of learner journey



To find out more about candidates in your area,
please get in touch with Sarah Taylor, Lead Tutor at
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www.system-people.co.uk