

APPRENTICESHIPS

Teaching Assistant - Level 3



PROGRAMME DETAILS

This **Teaching Assistant Apprenticeship** is for people who work or want to work in Primary, Special and Secondary education. It is across any age range, supporting the class teacher to enhance pupils' learning. Typically, they are employed as **TAs**, **Learning Support Assistants** or **SEN Support Assistants** 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

You can register your apprentice vacancy on our dedicated apprenticeship jobs board by visiting [our website](#). Once you have registered a job with us we will be in touch to find out more about your vacancy and the type of person you are looking for. We will then encourage suitable candidates to apply. We interview and conduct initial assessments with all of our candidates to ensure from the onset that they are committed and suitable for the apprenticeship. All new applicants sign up to the job alerts and when your vacancy has been posted, they will receive an alert and are welcome to apply. You will receive applications directly from applicants on our new application jobs board. From here you are able to accept or reject applications and request interviews. We oversee this and keep things running smoothly. We also advertise your vacancy on our social media to increase exposure and success for your advert. We will manage the job offer process when you are ready to appoint.

ENTRY REQUIREMENTS

Your learner will need to have achieved a GCSE grade 4/C (or equivalent) in Maths and English by the end of this program. Therefore, if they do not already hold a grade 4/C in these subjects, they will be required to carry out a short Maths and English Assessment to see if we are able to offer them Functional skills support to reach a Level 2 (grade C/4 equivalent).

TRAINING DELIVERY

Your learner will enjoy a blended learning experience through live Tutor- led classroom sessions via Zoom, 2 days a month (every other week). This is supported by 1-2-1 visits from their tutor.

They will also complete online learning modules via our bespoke interactive learning technology platform OLLIE.

APPRENTICESHIP DETAILS

The course content includes a range of topics which make up the variety of knowledge, skills and behaviours 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 with the day-to-day working environment and to act as contact for the tutor. This is usually the 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 minimum of £6.40 an hour
- Offer a minimum 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 **£350 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 (£6.40 from 1st April 2024) the wage bill/cost of an apprentice TA would only be **£8,572.80 a year.**

Example calculation - $(£6.40 \text{ hr} \times 30 \text{ hrs a week} \times 44.65 \text{ weeks} (39 \text{ working weeks plus } 5.465 \text{ holiday weeks' pay}) = £8,572.80)$
Please note that we do encourage employers 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 **14 to 20 months to complete.** The programme includes 12 - 18 months of "on-programme learning" followed by assessment for Gateway. **The programme is individualised, allowing the more advanced learners to complete in a shorter period of time.** 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.

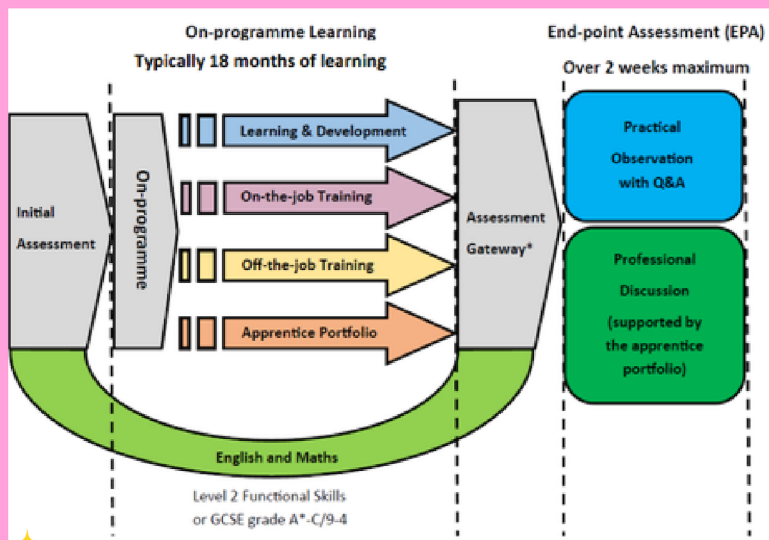
GATEWAY

When an apprentice is ready for Gateway, they must have proof that they hold a **Level 2 in English & maths.** 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 carried out remotely 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.

Diagram of Learner Journey



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

www.system-people.co.uk