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Lantern Academy (part of the Learning Community Trust) is seeking to appoint a highly motivated, dynamic and inspirational level 3 Teaching Assistant Apprentice to become part of our team.

The post is full-time and fixed-term for the duration of the apprenticeship.

**Full-time Level 3 Teaching Assistant Apprentice required:**

Salary: National Minimum Wage

Contract: For the duration of his apprenticeship

Start Date : January 2025.

Lantern Academy, Yates Way, Ketley Bank, Telford, TF2 0AZ

Lantern Academy is a small school nestled within the village of Ketley Bank, which is on the outskirts of Telford Town Centre. The school has served the local community since the 1960’s and families have attended the school for several generations. Our children always come first, and we pride ourselves on ensuring that ‘every child shines’.

We are looking to appoint a level 3 Early Years apprentice to join our dedicated team.

**Your responsibilities will include:**

* Forming relationships with the children, enabling them to be comfortable in their surroundings.
* Providing an environment where children can learn in an inspiring environment.
* Working as part of a team to deliver a high standard of care and education.
* To ensure that the classroom is a safe environment for children, staff and others.
* Good understanding of safeguarding and child protection issues.
* Developing partnerships with parents/carers to increase involvement in their child’s development.
* Developing partnerships with external agencies to support the development of the whole child.
* Ensuring professionalism at all times in relation to confidentiality, reliability, punctuality and behaviour.
* Following instructions and taking guidance to support own development within the academy setting.
* To be responsible for any tasks delegated by the school leadership team.
* To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
* To help ensure the classroom meets Ofsted requirements at all times.
* To work with other professionals in the local area for the benefit of children and families.
* To understand and work to the academy policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
* To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
* To liaise closely with parents/carers, informing them about the curriculum, exchanging information about children’s progress and encouraging parents’ involvement.
* To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.

**Responsibility links**

* Reports to: The Headteacher

**Other Duties:**

* Make a positive contribution to the wider life and ethos of the academy
* Committed to want to make a difference to children’s lives
* To follow and actively promote the academy’s ethos and policies
* Committed to the Learning Community Trust vision
* Comply with the Health and Safety policy and undertake risk assessments as appropriate
* Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

We welcome and encourage informal visits, so if you are interested in joining us please contact one of the Office Administrators by telephoning the academy on 01952 386961 or emailing [lantern.academy@lct.education](mailto:lantern.academy@lct.education)

Closing date for application: Friday 13th December 2024

Short listing will take place on: Soon after

Interviews TBC

Lantern Academy and the Learning Community Trust are committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and we expect all staff and volunteers to share this commitment.

The post is subject to an enhanced DBS disclosure check along with other relevant pre-employment checks.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Skills, aptitude, knowledge and experience**   * Ability to work independently using own initiative. * Ability to relate well to children and adults including other professionals/carers/parents * Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors. * Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. * Fluent English speaker * Effectively communicate with adults and children * Good written, verbal and non-verbal communication | * Experience of working with children * Experience of working as part of a team |
| **Personal Qualities**   * Enthusiasm for learning and working with children * Growth mindset and resilience * Positive attitude towards learning and developing * Caring, friendly, approachable, open, inclusive, welcoming, and personable * Able to maintain confidentiality at all times * Able to be professional at all times * The want to work with children and make a positive difference to their lives |  |
| **Qualifications**   * Willingness to participate in other development and training opportunities * Relevant Level 2 qualification or equivalent * GCSE English and Maths at level 4 or above |  |