



**Bolingbroke**  
Academy

# **Teaching Assistant Apprenticeship**

## **(Level 3 TA Apprenticeship Course)**

**An exciting opportunity has arisen for a dedicated Teaching Assistant Apprentice to join our growing Academy**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

### **The Role**

The role of Teaching Assistant Apprentice is one designed to support the specific needs of individual pupils and work with them to ensure their educational and emotional needs are met whilst at school. Establishing professional relationships with pupils, parents and colleagues based on our core values of being courageous, compassionate to ensure excellence is paramount.

This role meets the apprenticeship eligibility criteria. You will be working towards the Level 3 Teaching Assistant Apprenticeship course in an 18-month programme.

**Reports to:** TBC

**Start date:** April/May 2026

**Contract:** Fixed-term Apprenticeship programme (18-month contract)

**Working hours:** 8:30am to 4pm

**Salary:** First 12 months – national apprentice salary, followed by national living wage

**Closing Date:** Friday, 10<sup>th</sup> April 2026

## Key responsibilities:

- Work effectively with other teaching staff in addressing the special educational needs of pupils, and contributing in a more general manner to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda – especially SEN annual review meetings
- Support and complement the work of teachers by:
  - Preparing resources
  - Responding to individual needs by personalising resources for an individual or a small group.
  - Supporting the teacher in behaviour management and reinforcing agreed rules in working with pupils
- Assisting with assessing, recording and reporting (including verbal feedback to teacher and parents) on pupil progress and attainment.
- Be familiar with a range of resources suitable for individual or small group needs, and to use them to ensure pupil motivation
- Work with and act upon guidance provided by SENCO, and other professionals such as Speech Therapists and Educational Psychologists
- Liaise with the SENCO and class teachers regarding progress made, problems arising, and any difficulties with accessing work and/or resources
- Supervise and support in our Student Wellbeing Centre (SWC) where students come to regulate within lesson times
- Set a good example in terms of personal presentation, attendance and punctuality
- Take appropriate action related to any problems or emergencies that occur during the lesson in accordance with the School's policies and procedures
- Comply with all school policies – particularly those on child protection, health and safety, confidentiality and data protection
- Serve as First Aider and Fire Warden (training will be provided).

## Our ideal candidate will:

- Have strong attention to detail.
- Have the ability to follow regulations and processes.
- Have the ability to act on their own initiative.
- Have the ability to be firm but fair.
- Have an interest in identifying and understanding special educational needs
- Have a commitment to Ark's ethos of high expectations and delivery
- Have the ability to work in a way that promotes the safety and wellbeing of students and pupils.
- Have a good attendance record.
- Be able to work as a team.

- Know and implement school policies including Safeguarding, and Behaviour Policy.
- Have high expectations of children's behaviour within and outside of the classroom
- Be able to take direction from classroom teachers when supporting young people

## **Qualification Criteria**

- Right to work in UK.
- Subject to Enhance DBS clearance.
- A good standard of English and numeracy.

## **Experience**

- Previous experience of working in a school environment would be beneficial.

## **Personal Characteristics**

- Reliable and punctual.
- Polite, friendly and flexible approach to work.
- Ability to keep calm and maintain an air of authority.
- Understanding of the importance of confidentiality and discretion.
- Genuine passion for educational opportunities, optimistic view of students and a belief in the potential of every pupil.
- A helpful and positive nature and a calm and caring disposition.