



Primary Learning Trust (PLT)

...where everyone flourishes!

Belonging Flourishing Collaboration Evidence-informed

Mission: to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

We're looking for a dedicated Level 3 Teaching Assistant to join our team. We offer flexible working hours to support a healthy work-life balance. If you're passionate about helping children learn and grow, and enjoy working in a supportive, community-focused environment, this could be the perfect role for you!

Location		New Invention Learning Academy Cannock Road, Willenhall, WV12 5SA	
Role Title	<i>L3 Apprentice TA</i>	Reporting to:	<i>Assistant Head Teacher</i>
Section:	<i>Teaching Support Staff</i>	Start date:	<i>ASAP</i>
Contract Type	<i>Fixed Term (18 months)</i>	Scale:	<i>National Apprenticeship Rates (First year (12 months) of apprenticeship £7.55 per hour thereafter (6 months) national minimum wage/national living wage)</i>
Hours	<i>Term time only 30 hours a week</i>		

The Trustees are seeking a dedicated and enthusiastic Level 3 Apprentice Teaching Assistant to join our team. In this vital role, you will support pupils' learning and development across the curriculum, helping to create a positive and inclusive classroom environment where every child can thrive. We believe you truly belong when you feel connected, valued, trusted and fulfilled—working together with a shared purpose to achieve excellence in a safe and supportive setting. At our Trust, we nurture our people to flourish both personally and professionally, encouraging strong relationships and well-rounded growth.

JOB DESCRIPTION

Main duties and responsibilities
<ol style="list-style-type: none"> 1. Complete a Level 3 apprenticeship programme as a part of your role, you will be given study time for this. 2. Support the delivery of learning activities under the guidance of the teacher, adapting tasks where appropriate to meet the needs of individual pupils. 3. Assist in the preparation of classroom resources and learning materials.



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4. Work with individuals and small groups of pupils, including those with additional needs or English as an additional language (EAL).
5. Provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher.
6. Support pupils' social, emotional, and behavioural development, promoting inclusion and independence.
7. Help maintain a positive and engaging classroom environment that supports high standards of learning and behaviour.
8. Supervise pupils during break times, lunchtimes, and on school visits or events as required.
9. Contribute to the monitoring and recording of pupil progress and provide regular feedback to the class teacher.
10. Follow safeguarding procedures and promote the welfare of all children in line with school policies.
11. Engage with whole-school life and uphold the values and ethos of the Trust, working collaboratively as part of a wider team.

We can offer you:

- A welcoming, supportive team and a caring school community
- A commitment to your professional development with access to high-quality training and opportunities for career progression.
- Flexible working patterns where possible to support work-life balance.
- The opportunity to make a real difference to children's lives every day.
- A school and Trust culture that prioritises staff wellbeing, inclusion and psychological safety.
- Supportive leadership and colleagues who value teamwork and collaboration.
- Access to Trust-wide initiatives, networks and staff benefits.
- A well-resourced learning environment that promotes curiosity, creativity and excellence.

This job description has been prepared for the purpose of the Multi Academy Trust organisation. It may change through consultation as the role and the needs of the MAT develop and evolve. The post-holder will be expected to carry out any reasonable request from the CEO and Chair of Trustees.

Primary Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applications.