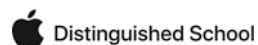


Application Pack—Apprentice Teaching Assistant



Layton Primary School

“Growing Great Minds Together”



Welcome!

Thank you for taking an interest in our vacancy for the newly created position of Apprentice Teaching Assistant at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three-form entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished school and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke professional development
- inspirational and outstanding colleagues

We are looking for an individual who;

- Welcomes the opportunity to be challenged
- Has high expectations of themselves and children
- Enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours faithfully,



Jonathan Clucas



#TeamLayton

Hi! I'm very proud to say I'm Head Boy at Layton Primary School. Every day, I, along with everyone else at our school, work hard to use our 5Rs (resourcefulness, resilience, relationships, reflection and risk-taking) as they help us be the best learners we can be. If you come to our school, you will see these 5Rs in everything we do and you'll learn them too!

Head Boy - Jack

Hello! I'm the Head Girl at Layton Primary School. Attending our school is amazing; there's so many fun and exciting opportunities we get to have each and every day, from trips to London and the Lake District to challenging lessons that make us think hard and grow great minds together. As part of my role, I always demonstrate the 5Rs and inspire other children to use them too. I am the perfect example of a role model and love working with all the other children to help them be the best that they can be. We hope to see your child joining our wonderful school soon. I can't wait to meet them!

Head Girl - Scarlett

We are the Pupil Leadership Team we are the voice of all children at our school. We represent children from KS1 all the way up year 6. We love to organise whole school events such as discos, times table competitions and events with the library. We have also organised fundraising events too, such as a read-a-thon to raise money for Brian House. At our school, we love to read so we currently trying to raise money for resources to create an outdoor reading area. The grown-ups in school really listen to our opinions about how to make our school even better. We love that!

Pupil Leadership Team

About the post: Apprentice Teaching Assistant

Contract/Salary:	Apprenticeship Pay Scheme
Hours per week:	27.5 hours (30 minute unpaid lunch break daily)
Contract duration:	18 months from Start date
Responsible to:	Class Teacher, Team Leader, Assistant Headteacher
Key links:	Class Teachers, LSAs, ASNAs



Purpose of role:

To train as an Apprentice Teaching Assistant, undertaking appropriate qualification, gaining practical experience and working with teachers to support teaching and learning, providing general and specific assistance to pupils as directed.

Key duties include:

- ◇ Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher;
- ◇ Support pupils to understand instructions which support independent learning and inclusion of all pupils;
- ◇ Support the teacher in behaviour management and keeping pupils on task;
- ◇ Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
- ◇ Prepare and clear up learning environment and resources, including photocopying, general displays and presentation of pupils work, and contribute to maintaining a safe environment;
- ◇ Responsible for the careful and safe use of equipment, such as play and standard ICT equipment;
- ◇ Maintain confidentiality and adhere to safeguarding procedures;
- ◇ Demonstrate and adhere to the schools health and safety policies and procedures.

About the post: Apprentice Teaching Assistant

Teaching Assistants in this role may also:

- ◇ Support children's learning through play;
- ◇ Assist with Lunch-time and break-time supervision including facilitating games and activities;
- ◇ Assist with escorting and supervising pupils on educational visits and out of school activities;
- ◇ Be required to meet the care needs of identified pupils who might need extra support with dressing, toileting or similar;
- ◇ Support pupils in using basic ICT.



Person Specification: Apprentice Teaching Assistant

Indicative knowledge, skills and experience	Essential (E) Desirable (D)
Good literacy and numeracy skills (Minimum requirement level 2 Functional Skills or GCSE Maths and English Grade C/4)	E
Excellent references from placement/school or previous employer	E
Good communication skills	E
Ability to work individually or as part of a team	E
Demonstrate flexibility appropriate to circumstances	E
Communicate enthusiasm and energy	E
Recent and relevant experience in a childcare setting	D
First Aid Qualification	D

How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

- ◇ <https://www.greater.jobs/>
- ◇ <https://layton.blackpool.sch.uk/current-vacancies/>

Closing date for applications to be received by school is **12.00 noon on Friday 2nd October 2026**. Candidates should submit their completed application form by email to **recruitment@layton.blackpool.sch.uk**.

Shortlisting will take place following the closing date and successful candidates will be contacted by email and will be invited to interview.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. The Governing Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation. In line with KCSIE 2026, online searches (e.g., social media) may be completed for shortlisted candidates.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

