



Teaching Assistant

Apprenticeship Level 3

Teaching Assistants work in Primary, Special and Secondary education across all age ranges encompassing special educational needs and emotional vulnerabilities. The primary role of the Teaching Assistant is to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. Promoting self-belief, social inclusion and a high self-esteem play an integral part to pupils' well-being; ensuring pupils thrive in a positive, nurturing, safe environment. It is an active role supporting the learner to access the curriculum. They are good role models, act with honesty and integrity, take part in team meetings; contribute to planning and class activities. Promoting Fundamental British Values through spiritual, moral, social and cultural development and positive behaviours are crucial in contributing to improved pupil progress and development.

LETTA is an outward facing partnership, committed to achieving the best possible outcomes for all children and young people. We are a partnership of schools spread across East London, who make a commitment to engage with each other, recognising and celebrating the excellence in all our partners and aspirations for the future. We offer an outstanding initial teacher training programme, continuing professional and leadership development, research opportunities and school-to-school support.



Course information

The Teaching Assistant Level 3 programme provides learners with the knowledge, skills and behaviours required to become a certified teaching support professional. It is suitable for teaching assistants, higher-level teaching assistants, learning support assistants and specialist support assistants. The programme can be tailored to both new and existing members of staff.

Standard reference	ST0454 (Teaching Assistant Level 3)
Duration	18 months
Course fee	£5,000 funded by the apprenticeship levy, co-investment or employer funded.

Eligibility criteria

To qualify for an apprenticeship programme, a learner must meet the following criteria:

- Aged 16+ at the time of enrolment
- A citizen of the UK or EEA, or has lived in the UK or EEA for the past three consecutive years
- Employed full time, working a minimum of 30 hours per week
- Does not already hold a qualification at level 4/foundation degree/HNC or above in the same area of study

Entry requirements

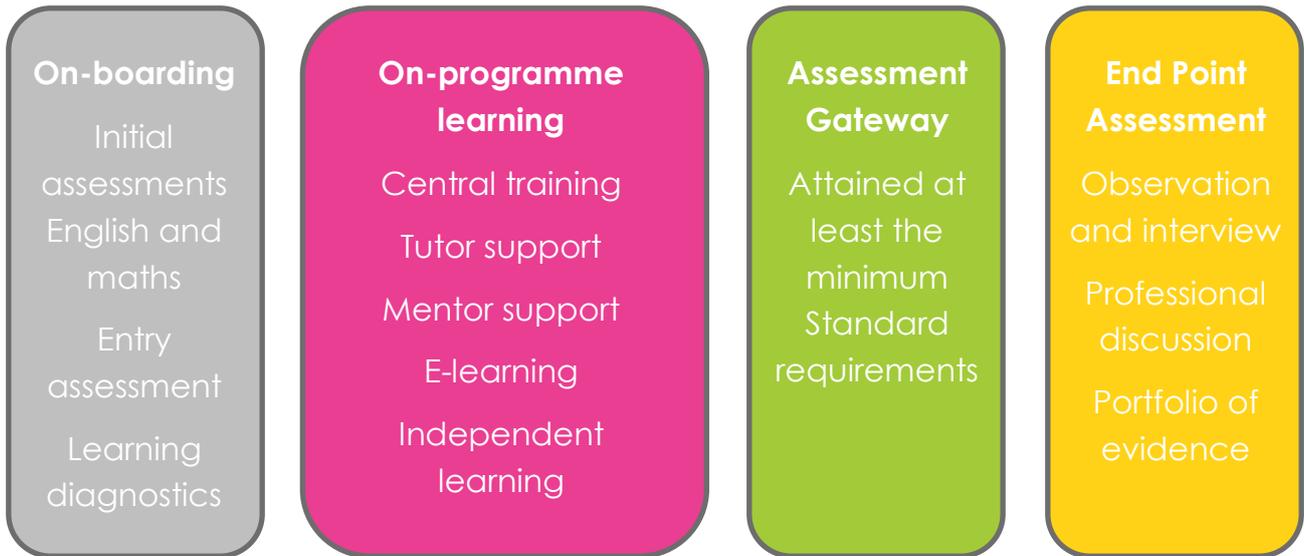
To be enrolled on to the Teaching Assistant Level 3 Programme, a learner must meet the following criteria:

- Achieved English and maths GCSE grade 4/C or functional skills level 2 (or equivalent)
OR
Is enrolled on a functional skills level 2 qualification in English and maths, to be completed within the first six months of study
- Completion of the Teaching Assistant Level 3 entry assessment and achieved a minimum score of level 1 in English and maths initial assessments
- Employed in a job role in which day-to-day responsibilities support achievement of the Standard

Programme structure

The programme consists of fifteen days of central training, regular tutor visits, in-school mentoring, guided learning, independent learning, e-learning and assessment pit-stops. Crucially, all apprentices are supported by an in-school mentor who is supported to carry out their role through professional learning and on-going tutor support.

Programme overview



On-boarding

Prior to enrolment, a learner is required to complete initial assessments in English and maths to determine their current skills and knowledge. Entry assessments are completed to determine job suitability. Learning diagnostics are undertaken to determine prior knowledge and areas of focus. This will inform the individual learning plan.

On-programme learning

On-programme learning encompasses all aspects of the apprenticeship that involve working towards the attainment of the skills, knowledge and behaviours set out in the Apprenticeship Standard. This includes, central training, tutor and mentor support, guided learning, independent learning and e-learning. This also includes all other forms of off-the-job training.

Assessment Gateway

The assessment gateway is the period of the time that the apprentice spends preparing for their end point assessment. This would usually be triggered at around month 15 of the apprenticeship. Before the gateway is triggered, the employer and the provider will ensure that the apprentice has attained the necessary knowledge, skills and behaviours to achieve the Standard.

End Point Assessment

An End Point Assessment is carried out by an ESFA approved provider. It quality assures the learning that has taken place and determines if the apprentice has met the requirements of the Standard.

Off-the-job training

Apprentices are entitled to spend 20% of the duration of their apprenticeship undertaking off-the-job training. This is training that is directly relevant to the Apprenticeship Standard, teaching new knowledge, skills and behaviours required to reach competence in their occupation. LETTA will provide employers with a suggested off-the-job training plan. An employer may choose to adapt the plan to suit their own setting.

Recruiting an apprentice

Schools may wish to upskill an existing member of staff, or recruit a new apprentice. New apprentices can be recruited to our programme in two ways—using your own recruitment processes, or by requesting that LETTA support with matching a prospective apprentice to a school.

Enrolling a learner on to the programme

If you would like to enrol a learner on to the programme, please contact LETTA Teaching School Alliance and request an enrolment form lettatsa@letta.org.uk

Cohort 1 start date: 1 September 2020 (pending government advice)