



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**JUNIOR SCHOOL TEACHING
ASSISTANT APPRENTICESHIP
FULL-TIME / TERM-TIME ONLY
IMMEDIATE START AVAILABLE**



WWW.STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a co-educational independent day and boarding school for pupils aged 3–18, offering a warm and supportive environment that values the individual and encourages pupils to explore a wide range of opportunities, whatever their interests or strengths. Located on St Thomas Hill, just five minutes from Canterbury city centre, the School enjoys an attractive setting with far-reaching views across the city. Academic ambition is balanced with a strong emphasis on co-curricular involvement, helping pupils to develop confidence, curiosity and character.

Pupils are respectful of one another and work together to create a cohesive, inclusive and happy community with a strong family atmosphere at its heart. The School is proud of its rich performing arts heritage, including an award-winning Drama Department, a thriving music programme and St Edmund's Choral Society, all of which play an important role in school life.

The Junior and Senior Schools all share the same site, creating a connected and vibrant whole-school community.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The school's education of children from ages 2 to 18 helps foster the strong family atmosphere and close-knit sense of community that are at the heart of school life.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Junior School Teaching Assistant Apprenticeship
TYPE OF POST	Full-Time, Term-Time Only
START DATE	Immediate start available -
SALARY	£8-£12.71 per hour dependant on age

POST & DEPARTMENT

Introduction	St Edmund's Junior School is a vibrant and nurturing learning community where every child is known, valued and encouraged to achieve their full potential. We are seeking to appoint an enthusiastic and committed Teaching Assistant Apprentice to join our dedicated Junior School team. The successful candidate will have the opportunity to gain valuable experience working with pupils from Pre-Reception through to Year 6, while completing their apprenticeship training and working towards an ELSA (Emotional Literacy Support Assistant) qualification. The ELSA element of the role will provide the opportunity to develop specialist knowledge and practical skills in supporting children's emotional wellbeing, alongside the broader classroom-based experience gained throughout the apprenticeship. The role will provide an excellent opportunity for someone looking to build a career in education and develop their knowledge, skills and confidence in supporting children. We are looking for someone who is caring, patient and enthusiastic, with a genuine interest in helping children to learn, grow and thrive. This is an exciting opportunity to gain practical experience within a supportive school environment while working towards a recognised qualification and developing a strong foundation for a career in education.
Hours of work	37.5 hours per week to be worked 08.00am - 4.00pm Monday to Friday. Term-Time only in accordance with the School's published calendar dates, including attending all School inset days.
Holidays	5 weeks (25 days) pro rata to be taken during school holidays.

THE ROLE

KEY RESPONSIBILITIES

Supporting Teaching and Learning

- Work alongside class teachers and teaching assistants to provide effective support for teaching and learning across the Junior School.
- Support individuals and small groups of pupils with classroom activities and learning tasks, under the direction of teaching staff.
- Assist with targeted interventions, including phonics, reading, spelling and numeracy activities.
- Support the delivery of the Read Write Inc. (RWI) phonics programme and undertake relevant training as required.
- Assist with the preparation, organisation and maintenance of classroom resources and learning environments.
- Adapt support and explanations to meet the needs of individual pupils and small groups, with guidance from teaching staff.
- Encourage pupils to develop independence, resilience and confidence in their learning.
- Observe and monitor pupil engagement and progress, providing feedback to the class teacher or supervising member of staff.
- Develop knowledge and understanding of effective teaching and learning approaches through practical experience and apprenticeship training.

Supporting Pupils

- Build positive and professional relationships with pupils that promote confidence, wellbeing and engagement.
- Provide appropriate support to pupils with a range of learning needs under the direction of teaching staff.
- Encourage positive behaviour and model high standards of conduct.
- Promote inclusion and support pupils to participate fully in school life.
- Support pupils during transitions throughout the school day.
- Encourage pupils to develop independence, confidence and positive relationships with others.
- Develop an understanding of individual pupils and their strengths, interests and areas where they may require additional support.

THE ROLE

KEY RESPONSIBILITIES

ELSA and Emotional Wellbeing

- Undertake training towards an ELSA (Emotional Literacy Support Assistant) qualification and apply learning from the programme within the school environment.
- Develop an understanding of children's emotional wellbeing and the factors that can influence their ability to learn and engage.
- Support pupils' social and emotional development through appropriate activities and strategies under the guidance of trained staff.
- Assist with the delivery of ELSA-informed activities and interventions as appropriate to the role and level of training.
- Build positive relationships with pupils and provide a safe, supportive and nurturing presence within the school.
- Recognise when a pupil may require additional emotional or pastoral support and communicate concerns promptly to the appropriate member of staff.
- Maintain appropriate confidentiality when supporting pupils and their families.

Pastoral Care and Wellbeing

- Contribute positively to the caring, inclusive and nurturing ethos of the Junior School.
- Support the pastoral wellbeing of pupils and develop an understanding of how to respond appropriately to their individual needs.
- Promote safeguarding, welfare and pupil wellbeing at all times.
- Encourage positive relationships between pupils and support the development of social and emotional skills.
- Act as a positive role model for pupils and contribute to a safe and supportive learning environment.

THE ROLE

KEY RESPONSIBILITIES

Wider School Responsibilities

- Supervise pupils during break times, lunch times and other designated duties as required.
- Support educational visits, enrichment activities and residential trips where appropriate.
- Attend staff meetings, training sessions, INSET days and other school events as required.
- Work collaboratively with class teachers, teaching assistants and other colleagues to support pupil development.
- Participate fully in apprenticeship training and professional development opportunities.
- Maintain awareness of and adhere to all school policies and procedures, including safeguarding, confidentiality and health and safety requirements.
- Take an active role in the wider life of the Junior School and contribute positively to the school community.
- Undertake any other reasonable duties commensurate with the role as directed by the Head of Junior School or supervising member of staff.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• A good standard of education, including GCSE English and Mathematics (Grade C/4 or above) or equivalent. • Willingness and ability to undertake the relevant apprenticeship training and work towards the required qualification.	• A Level 2 qualification in a relevant subject. • Any relevant childcare, education, youth work or wellbeing training.
Skills and Experience	• A genuine interest in working with children and supporting their learning and development. • Good communication skills and the ability to build positive relationships with children and adults. • Able to listen carefully and respond appropriately to the needs of pupils. • Good literacy and numeracy skills. • Able to work as part of a team and follow guidance from experienced colleagues. • Able to use initiative while recognising when to seek support or guidance. • Organised, reliable and willing to learn. • Able to maintain appropriate confidentiality. • Basic understanding of the importance of safeguarding and child welfare. • An interest in children's emotional wellbeing and mental health. • Enthusiasm for working towards an ELSA qualification and developing skills in emotional literacy support.	• Previous experience of working with children, whether in a school, nursery, club, sports setting, youth organisation or voluntary capacity. • Experience of supporting children with their learning or wellbeing. • Knowledge or experience of phonics, reading or numeracy support. • Experience of participating in activities that support children's social and emotional development.
Behaviours	• Enthusiastic and committed to supporting children to achieve their best. • Positive, approachable and friendly. • Calm and patient when responding to different needs and behaviours. • Flexible and adaptable. • Reliable, professional and willing to take responsibility for their own development. • Committed to safeguarding and promoting the welfare of children. • Willingness to learn, accept feedback and develop new skills. • Willingness to participate fully in the wider life of the school.	• A particular interest in children's emotional wellbeing and development. • Enthusiasm for working towards an ELSA qualification and developing skills in emotional literacy support. • A commitment to ongoing professional development. • A genuine passion for helping children develop confidence, resilience and independence.

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme, free dining hall lunch provided during term time.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Tuesday 22nd September 2026. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

