



**Swaledale Alliance**  
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## **Application for NCFE CACHE Level 3 Supporting Teaching & Learning (including school placement)**

Thank you very much for your interest in our NCFE CACHE level 3 Certificate in Supporting Teaching and Learning (Teaching Assistant) course. Please download the application form from our website and return to us as soon as possible with a brief covering letter outlining why you would like to do the course. Successful candidates will be invited for an informal interview/chat in June (dates still to be confirmed).

If you are interested in one of our sponsored places, please make sure that you have indicated your placement preferences. Whilst we cannot guarantee the first choice of placement, we will endeavour to organise the placement that best suits you and the school. Sponsored placement locations will be confirmed after Easter 2025.

Please note that because you will be volunteering in one of our partnership schools it is important for us to request references. Ideally one of these should be from a recent employer, however we do recognise that you may not be working so alternatively a referee will need to be someone who has known you for at least three years but not a relative.

**Please note that this post is subject to Enhanced DBS Clearance.**

Attached below you will find an example Job Description, this is to give you an idea of the role within the school you are training towards. The Person Specification supports our recruitment process.

Please be aware that as a level 3 course, a good standard of maths and English will be required. Preference may therefore be given to candidates who have qualifications at GCSE (or equivalent) at grade C or above or are working towards these qualifications.

If you need any further information, please do not hesitate to contact us.

**Please send your completed application form along with a covering letter to [mthompson@swaledalealliance.org](mailto:mthompson@swaledalealliance.org) or send to the address above.**

We look forward to hearing from you.

Kind regards

**Margaret Thompson**  
Swaledale Alliance Executive Officer



## **Example Job Description for General Teaching Assistant**

JOB TITLE: General Teaching Assistant

GRADE:

RESPONSIBLE TO: Head of School (or other designated member of staff)

### **JOB PURPOSE**

To Support teaching and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with students. The role will involve working with groups and individual pupils with special educational needs under the direction of the class teacher and other appropriate staff.

### **ACCOUNTABILITIES/MAIN RESPONSIBILITIES**

- Supporting and delivering Learning
- Supporting the learning process under the direction of the teaching or other appropriate staff.
- Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to students.
- Providing feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.
- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

### **Behaviour, Guidance and Support**

- Assisting with the supervision of groups and individual students as required.
- Assisting with playground supervision.
- Under the general direction of the class teacher, take part in establishing constructive relationships with parents/carers and with other agencies/ professionals.
- Assist in the implementation of appropriate behaviour management strategies.

### **Curriculum Resource Support**

- Preparation of materials and minor clerical duties.
- Participate in relevant training as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.



## Person Specification for the post of NCFE CACHE Trainee

	Essential	Desirable	Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Evidence of qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Level 2 qualifications e.g. GCSE and/or NVQ at Grade 4 or above</li> <li>Additional qualifications in areas relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>Certificates</li> <li>Application form</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience of planning for and leading groups of children</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Able to motivate and inspire pupils</li> <li>Sets and meets high expectations</li> <li>Able to work as part of a team</li> <li>Able to communicate effectively</li> <li>Able to organise own workload</li> <li>Understanding of Safeguarding and Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the way that schools operate</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Has personal impact, presence and self-confidence</li> <li>Ability to relate to and build relationships with pupils, parents and other members of the school community</li> <li>Enthusiasm and motivation</li> <li>Good inter-personal skills</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to participate fully in the life of the school</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>