



SPENCER
APPRENTICESHIPS



2023 APPRENTICESHIPS PROSPECTUS





TABLE OF CONTENTS

Welcome Message	01
Meet the Team	02
Is an Apprenticeship the right route for you?	03
Overview of Apprenticeships	04
Why choose Spencer Apprenticeships?	05
Our Curriculum of Learning	06
External Facilitators	07
Added Extras	08
Career Pathways	09
Functional Skills	09

SPENCER APPRENTICESHIPS

WELCOME MESSAGE



Sarah Kelly
Apprenticeships Operations Manager

As a family of schools, we became an apprenticeship provider because we saw how important it is to have employment-based training opportunities. It's brilliant to be able to use apprenticeship funding to build bespoke training plans to help our apprentices and employees grow and learn while they work. We believe strongly what this offers to anyone looking to step into a new area of work.

We also know that excellent professional development can have an impact on what happens in our classrooms and corridors in schools, and ultimately make the biggest difference for pupils. This brings us back to our core purpose - helping learners become their best, whether they are pupils who walk through our gates or learners on our apprenticeship programmes.

We hope that as you read through this booklet, you pick up on our passion and commitment to the apprenticeships - our belief that these professional development routes are essential for us to help all our employees to reach their potential and become the best they can for the pupils we support.

Sarah Kelly, Apprenticeships Operations Manager



MEET THE TEAM



Cara Miles
Programme Lead



Yvonne Haywood
Lead Apprenticeships Tutor



Laura Harris
Apprenticeships Tutor



Megan Gardner
Apprenticeships Administrator



Helen Froome
Apprenticeships Administrator



Angelika Cebula
Business Administration Apprentice



IS AN APPRENTICESHIP THE RIGHT ROUTE FOR YOU?

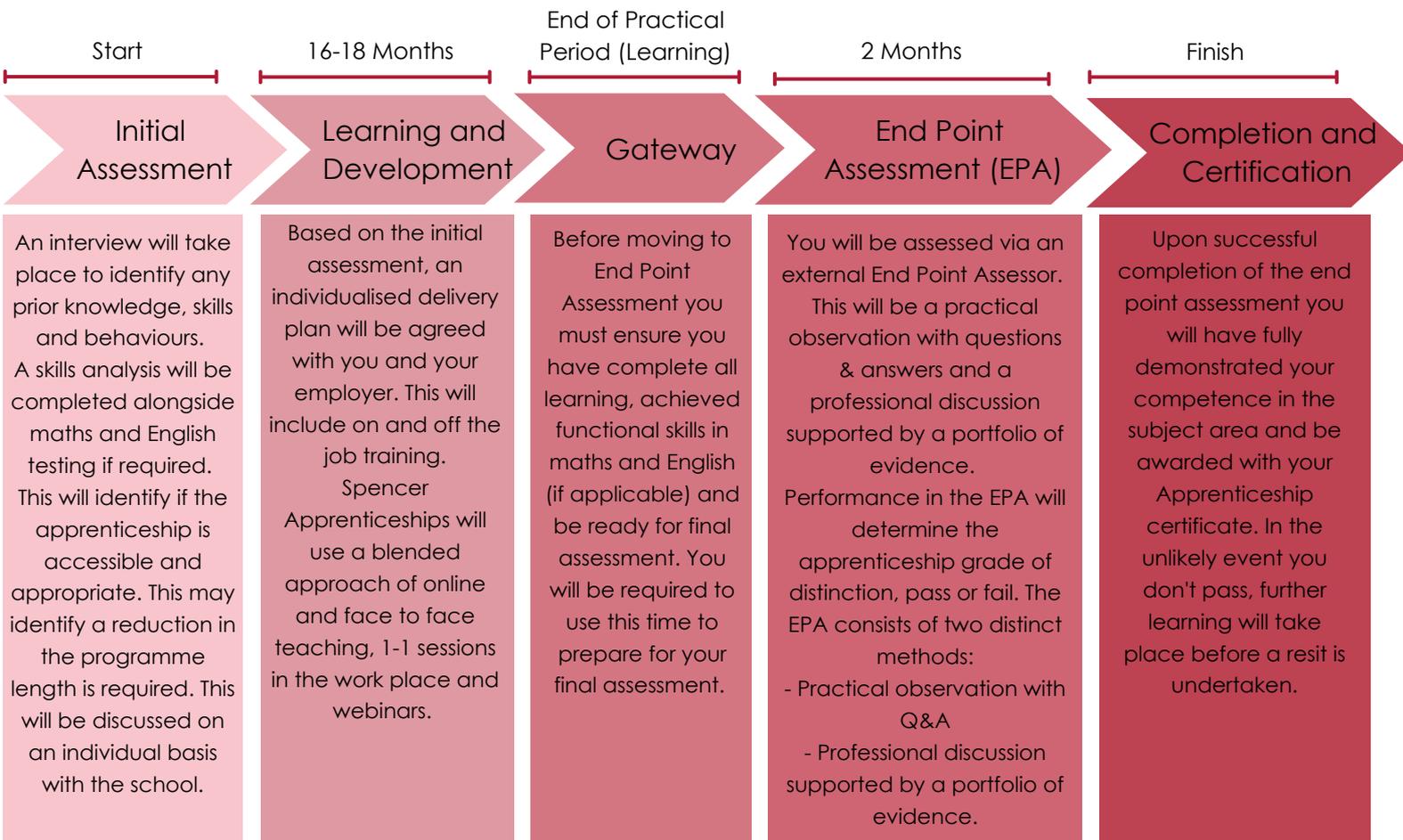
ARE YOU...

- New to the role of teaching assistant and looking for an opportunity to learn more?
- Looking for a career change?
- Leaving or recently left school and looking for an exciting and rewarding career?
- Looking for an opportunity to learn and develop?
- Passionate about helping children and young people achieve well?

If any of the above apply to you, an apprenticeship might be your next step! Our apprenticeship programme is perfect for anyone who is thinking of becoming a teaching assistant or who has been in post for a short amount of time and is looking for career development. We have such a fantastic mix of people join our programme, from school-leavers to people who are changing career after many years in different industries.



OVERVIEW OF APPRENTICESHIPS



WHY CHOOSE SPENCER APPRENTICESHIPS?

The TA Apprenticeships team strive to provide an exceptional programme of learning through a blend of taught sessions with experienced facilitators, placement days in alternative settings, such as St Giles Spencer and Foxwood Academy, and one to one tutor reviews. We are dedicated to bringing out the best in our apprentices so that they can gain the confidence to explore future opportunities for their own development, but also ensure they make a positive impact for the pupils they work with.



The wellbeing and safety of our apprentices are paramount. Our TA Apprenticeship team are all on hand should you have any concerns or worries and we also have a dedicated safeguarding team.



Caroline Arnold
Designated Safeguarding Lead



Vicki Ilic
Mental Health and Wellbeing First Aider



Tammy Elward
Prevent Lead and LGBTQ+ Trusted Link

The feedback from our learners and employers is valuable to us we are proud of the comments we have had. We work hard to drive improvement in everything we do, and feedback is at the heart of this.

"I am enjoying being an apprentice as it gives me both time to learn on the job but also allows me a chance to back up my practical knowledge with a more holistic understanding of children's learning."

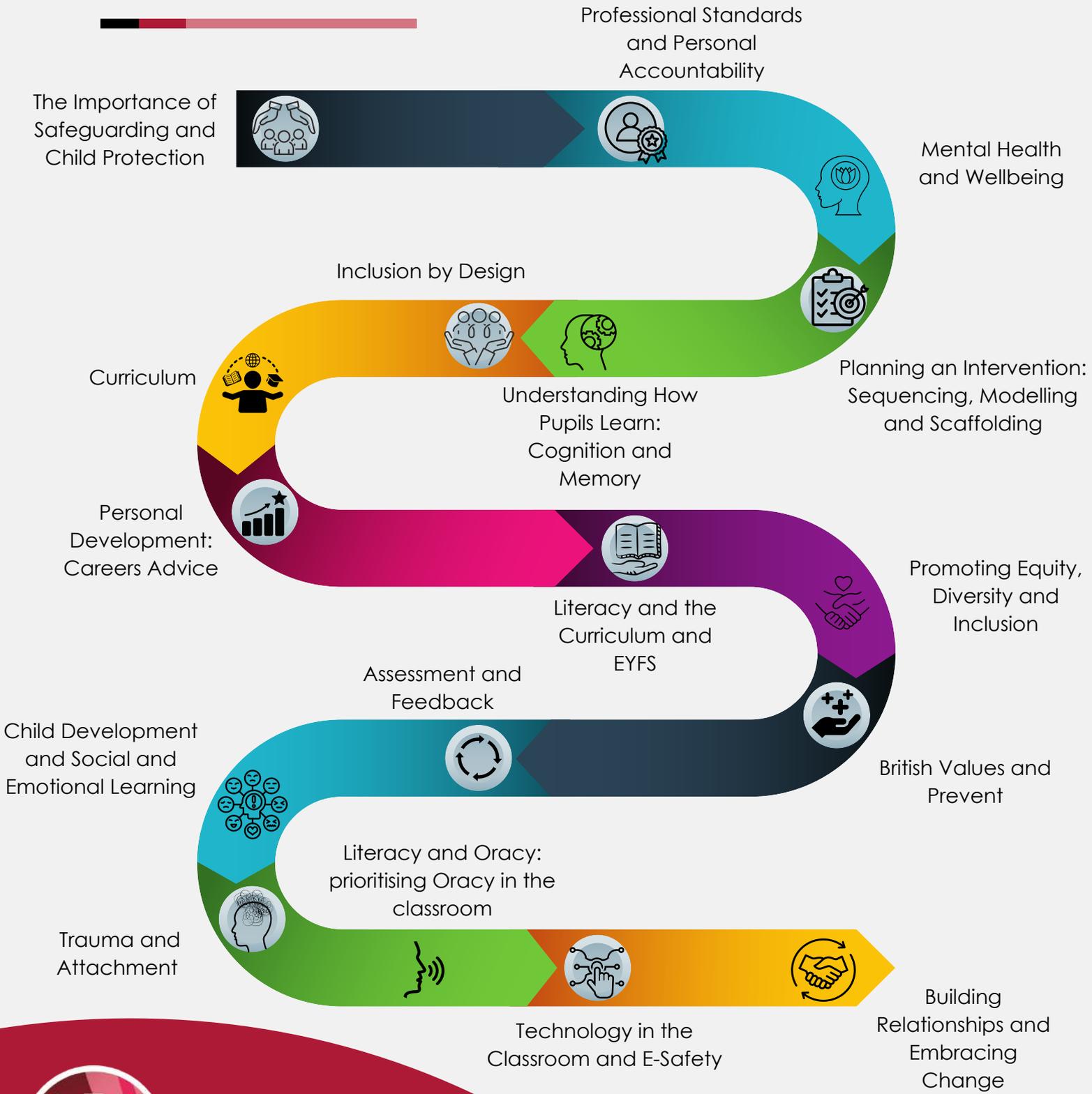
- Teaching Assistant, December 2022

"Excellent creation and implementation of programmes of learning that lead to strong progress and outcomes. Personalisation for each person attending a programme ensures all individual needs are met and enhances the service given."

- Primary School, January 2023



OUR CURRICULUM



EXTERNAL FACILITATORS

To ensure that we are providing the best possible knowledge and up to date practice, we have worked with different agencies and experts in shaping our sessions, including representatives from **Whole School SEND**, the **Derby Research School**, the **Flying High English Hub**, the **Spencer Teaching School Hub**, **George Spencer SCITT** and **St Giles Spencer Academy**.

We are also privileged to work with experts in their field who deliver sessions on our programme. Meet some of our external facilitators below:



Alistair Crawford
Deputy SEND Lead for Whole School SEND (North Region), Specialist Lead for Oak National Academy, Leader at St Martin's and St Andrew's Teaching Schools.



Sarah McAneny-Vincent
Director of Inclusion and Engagement at Spencer Academies Trust. Also specialises in SEND, Safeguarding, Alternative Provision, Behaviour and Attendance.



Verity Lee
Vice Principal at Sunnyside Spencer Academy. Also a Primary ELE (Evidence Leader in Education) with Derby Research School.



Amy Ford
Deputy Director of the Derby Research School at Wyndham Primary Academy



Tammy Elward
Director of the Spencer Teaching School Hub and Director of the Derby Research School at Wyndham Primary Academy



Nigel Tate
Vice Principal at St Giles Spencer Academy



Caroline Arnold
Director of ITT and ECF

"I enjoyed the session and was kept fully engaged by Alistair. A very informative interesting session, I am going to look at the Whole School SEND information."
- Teaching Assistant Apprentice

"I'm glad I decided to take up the course as I found this session very useful and am already making changes to the way I work."
- Teaching Assistant Apprentice



ADDED EXTRAS

Newsletters

We send out monthly and termly newsletters, these include a wide range of topics. We recognise and celebrate the achievements of our learners and share helpful information and advice.

SPENCER APPRENTICESHIPS
JULY 2022 - ISSUE 2

TRAINING PATHWAYS
WE ARE CURRENTLY ABLE TO OPEN THESE TRAINING PLACES USING THE APPRENTICESHIP LEVY

- TEACHER APPRENTICESHIPS
- BUSINESS ADMINISTRATION APPRENTICESHIPS

WHAT HAVE WE COVERED SO FAR WITH OUR TEACHING ASSISTANT APPRENTICESHIPS?

- Professional conduct and personal effectiveness
- Safeguarding
- Curriculum
- Understanding how pupils learn and develop (1)
- Develop strategies to support and engage pupils with diverse individual learning (1)

TA APPRENTICE OF THE TERM
Congratulations to Nisha Kaur, TA Apprentice at Wyncham Spencer Academy

WHAT HAVE WE BEEN UP TO?
Suzanna Adams has been out on the path in the rain taking some of our Teaching Assistant Apprentices, upon their completion of their 12-month programme, to a lovely picnic and hot air balloon ride!

JOIN US ON FOR OUR UPCOMING EVENTS

Role of a Mentor (TA Coach, Subject Admin etc)	19th Sept 2022	4-5pm
Apprenticeship Levy and how this can support schools. Includes Apprenticeship funding guidance	11th Oct 2022	4-5pm
Thinking of a Teacher Apprenticeship	29th Nov 2022	4-5pm

please contact Sarah Kelly if you have any questions sarahkelly@satrust.com

SpApp News
Issue: May 2022

Safeguarding Spotlight

In this issue, we thought it would be helpful to think about online safety of our pupils in our safeguarding spotlight. In creating the NACE, I created a research paper. Children's experiences of legal but harmful content online. This shows info what children are saying about what they access online, how they access it and how it affects their mental health. We recommend you read the article and reflect on what this might mean for you and the pupils your work with.

The implications of children accessing harmful content are wide-ranging and the article identifies how different content can affect children's mental health and well-being including:

- Anxiety
- Intrusive thoughts
- Trouble sleeping
- Screen/content addiction
- Dangerous challenges

Let's talk about mental health

We do so much work in schools to look after the wellbeing of our children and offer nurture and support, but how often do you take time to look after your own mental wellbeing? The NHS website has lots of information to help us look after our mental health, including sections and symptoms we may get or experience we may see if we are experiencing mental health problems. They also have some self-help tips to help us look after our mental health including 2.5 step to mental wellbeing.

- Connect with other people
- Be physically active
- Learn new skills
- Act of kindness
- Mindfulness, be present and take notice

If you need any help or support, please remember that we are here to safeguard you too. You can get in touch with our DM, Caroline Arnold, or our Mental Health First Aider, Vicki Hill. Below are some websites that you might also find useful - you can click on the image for a direct link.

NHS | Mind | Hub of Hope | Childline | Samaritans

Careers in Focus

Meet Roxanne, who is currently completing a teaching apprenticeship after 9 years as a TA at Horfield Spencer Academy.

Tell us about your role? My role is an Apprentice Teacher. I have had my own year one class that I have been solely responsible for since September. As part of my role, once a week, I have attended SCITT sessions at George Spencer and other primary schools in the trust alongside trainees undertaking the SCITT route into teacher training. During these sessions I have been provided with invaluable subject knowledge from a range of professionals. My course has also involved me going on different placements which have included a secondary school, diverse school, another school in the trust for two weeks to experience a different boy stage and a special school. I have also been guided along the way with a mentor and school head teacher who have provided invaluable support and encouragement.

What do you love about your job? I absolutely love having my own class - no day is ever the same! I have enjoyed all of the new learning I have encountered this year and have thoroughly enjoyed applying everything into my classroom. I have loved being in control of the children's learning. Every day I feel like I learn something new or find a different way to approach a problem or solve an issue that may arise. The relationships that I have built with my children, their parents and my colleagues this year have been truly wonderful.

How did you get to where you are now? I have always been interested in becoming a teacher. Having worked as a teaching assistant for 9 years at Dunstons, primarily ensuring PDA across the school, I felt I had learnt many valuable skills and acquired knowledge that I could apply in the classroom in the role of a class teacher effectively. When I noticed the apprenticeship route into teaching, I thought it would be a perfect solution to being able to earn money whilst training! I was proactive and took the initiative to speak to my headteacher about the possibility of completing my apprenticeship at Dunstons.

What made you decide to move to your current role and how did you go about it? I decided that I would like to progress in my career as I felt much more confident in my own abilities and felt I would really thrive of being a class teacher. I saw an advertisement for the apprenticeship route and decided it would be a great way to get into teaching whilst still earning a salary at the school I loved working in. I spoke to my headteacher to see if it would be a possibility and then had an interview, which included an observation and formal conversation with the SCITT team and my head teacher.

If you had one piece of advice about progression or career progression, what would it be? Be brave, have confidence in yourself and embrace the opportunities that may come your way!

Here for you now and throughout your working life. Confident, impartial and professional. The National Careers Service provides high quality, free and impartial careers advice, information and guidance. The service is available to anyone aged 16 or over, no matter what stage of the careers journey they're at. Click here to find out more.

NUS Apprentice Card

If you decide you would like to proceed with the Apprenticeship route, you will be eligible for an NUS apprentice card which can save you discounts in selected retailers, restaurants and more.

NUS APPRENTICE CARD

THE ONLY DISCOUNT CARD FOR APPRENTICES

TOTUM Treats Giveaway!

WIN YOUR RENT!

HERE ARE THE BENEFITS THAT COMES WITH HAVING A TOTUM CARD:

- 10% DISCOUNT AT THE CO-OP
- OFFERS ON TRAVEL SUCH AS 20% OF ALL RAILCARDS AT TRAINLINE
- DISCOUNTS ON CLOTHING BRANDS SUCH AS NEW LOOK AND FAT FACE
- EATING OUT OFFERS FOR STUDENTS WITH PIZZA HUT AND FRANKIE & BENNY'S

HOW TO APPLY:

- YOU NEED TO BE AN APPRENTICE
- YOU WILL NEED A UNIQUE EMAIL ADDRESS
- YOU WILL NEED A WEBCAM OR RECENT PHOTO OF YOURSELF
- YOU WILL NEED TO HAVE YOUR PAYMENT READY

WIN BIG PRIZES WITH TOTUM GIVEAWAYS (THIS MAY INCLUDE APPLE PRODUCTS AND RENT FREE PERIODS)

please contact Sarah Kelly if you have any questions sarahkelly@satrust.com

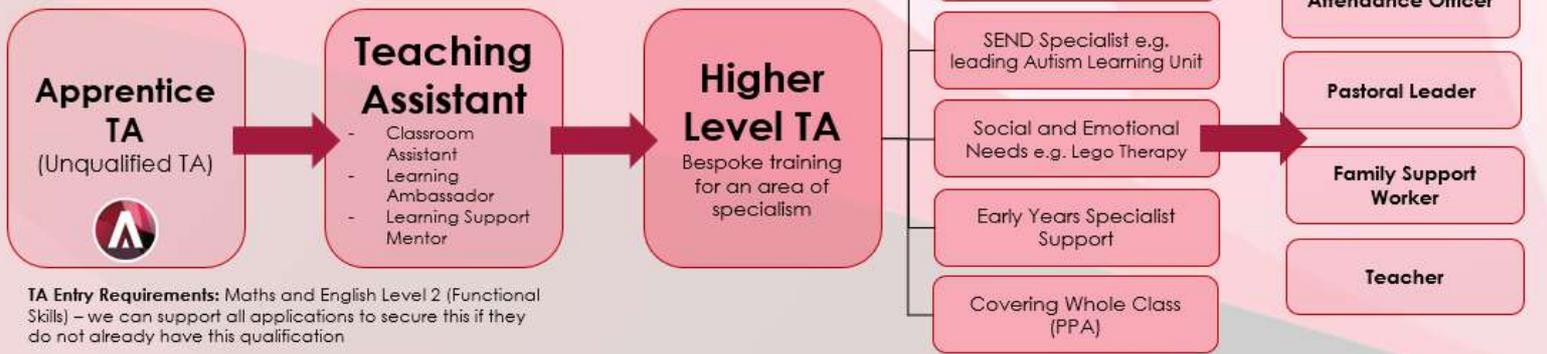


CAREER PATHWAYS



Part of your Apprenticeship will include ongoing careers guidance and advice, to help you decide your future pathway. This will include placement days, teacher training information sessions, tutor reviews and newsletters. We work in partnership with Futures Careers Advice to ensure you also have access to external careers advice and support.

TA Pathways



FUNCTIONAL SKILLS



Functional Skills Maths and English are an essential part of every apprenticeship course. If you haven't already achieved GCSE Grade 4/C (or other equivalent Maths/English qualification) you will need to achieve Functional Skills Level 2 Maths and Functional Skills English qualifications.

With the support and guidance of your tutor, you will work through a Maths and English learning plan, created following the completion of a diagnostic assessment at the start of the course. There are final assessments for these which will be agreed with your employer and trainer in advance.





THANK YOU



Phone call
01159170100



Website
<http://satrust.com/spencer-apprenticeships/>



Email Address
spencerapprenticeships@satrust.com



Office Address
George Spencer Academy,
Stapleford, NG9 7EW