ST MARY’S RC PRIMARY SCHOOL, LANGLEY



**Procedure for**

**APPOINTMENT OF apprentices**

**pay & conditions OF SERVICE**

**FOR ALL SCHOOLS BASED STAFF IN LOCALLY MANAGED SCHOOLS & ACADEMIES**

**for implementaTion APRIL 2021**

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**Document Title:** Appointment of Apprentices – Pay and Conditions of Service

**Rochdale Borough Council**

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**Summary**

|  |  |
| --- | --- |
| Publication Date | April 2021 |
| Related Legislation / Applicable Section of Legislation | Apprenticeships, Skills, Children and Learning Act (ASCLA) 2009 sections 32-36, 6 April 2012 and the Apprenticeships (Form of Apprenticeship Agreement) Regulations 2012 |
| Related Policies, Strategies, Guideline Documents | Workforce Strategy |
| Replaces | N/A |
| Policy Owner (Name/Position) | Schools HR Advisory Service |
| Policy Author (Name/Position) | Gill Windsor, Schools Business Consultant |
| Applies to | School based Apprenticeships |

**Review of Strategy**

|  |  |
| --- | --- |
| Last Review Date | September 2020 |
| Review undertaken by | Schools HR Advisory Service & Raising Participation and Skills Team |
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**Document Approvals**

This document requires the following approvals.

|  |  |  |  |
| --- | --- | --- | --- |
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This policy was consulted and agreed via Service Consultative Group (SCG) and Teacher Association representatives on 10th December 2012 (SCG) and 12th December 2012 (Teacher Association).

Governing Bodies of community and voluntary controlled schools with delegated powers are required to adopt this procedure. Governing Bodies of voluntary aided and Foundation schools are required to adopt either an appropriate diocesan procedure, this procedure or draw up their own for formal consultation with the recognised Trade Union representatives.

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**1. INTRODUCTION**

Apprenticeships are work based training programmes, designed by employers. The programmes provide the skills and knowledge needed to ensure a high degree of competency in a job role.

Depending on the sector and job role an Apprenticeship can take anything between one and five years to complete and they are open to any age.

Training Providers are organisations that deliver the Apprenticeship training. They may be from a college, or a private training company. The Training Provider can assist with recruitment and complete all of the necessary paperwork to secure any available grant funding. Training Providers will also visit Apprentices in the workplace to deliver training and set targets for learning.

There are a range of occupational areas in existence where schools could appoint an Apprentice to role, including:

* Office/Business Administration
* Facilities Management
* Digital and Social Media
* Teaching Assistant
* IT Technician
* Catering
* Accounts
* Laboratory Technician
* Teaching

NB: this list is not exhaustive

**Funding for Apprenticeship qualifications**

From April 2017, the Public Sector will be contributing into the Apprenticeship Levy, this includes Community and Voluntary Controlled Schools, who can access the Levy to pay for Apprenticeship training.

Foundation, Voluntary Aided and Academy schools with an annual payroll of over £3 million will have their own Apprenticeship Levy funding available to pay for Apprenticeship training. Foundation, Voluntary Aided and Academy schools under £3 million payroll will have access to Apprenticeship funding through the government, with a 5% mandatory contribution required.

Candidates holding a degree **are now eligible** for an Apprenticeship, however this must be in a different subject area to their degree qualifications.

There are four levels of Apprenticeship available:

1. **Apprenticeships - Level 2**

 This is the ‘starter’ level Apprenticeship, where qualifications will be equivalent to around 5 GCSE’s.

2. **Advanced Apprenticeships - Level 3**

 This level is equivalent to 2 A-levels and acknowledges the increasing role and responsibilities of the Apprentice in the workplace.

3. **Higher Apprenticeships - Level 4/5**

 This level is equivalent to Foundation Degrees and can be used to access higher level degrees.

4. **Degree Apprenticeships – Level 6/7**

 This level includes a full Master’s Degree from a university as part of the Apprenticeship programme.

The information contained within this document is correct at the point of writing, however it should be noted that legislation, funding and training arrangements are constantly under review and therefore at the point of appointment it is strongly advised that further advice is sought as to the most up to date information.

**2. EQUALITY**

The Schools HR Advisory Service aims to regularly review all the policies, procedures and management guidance we operate to ensure there are no negative equality impacts on staff based on their age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation as outlined in the Equality Act 2010. Consultation with our customers is an important part of how we achieve this. If you feel, on reading this guidance, that there may be a negative equality impact within your school, please tell us about this. Please also let us know if you need to access this guidance in a different format. You can do this by contacting the Schools HR Advisory Service:

Telephone number (01706) 925184, 925194, 925169

Email [www.schoolshradmin@rochdale.gov.uk](http://www.schoolshradmin@rochdale.gov.uk)

**3. APPRENTICESHIP AGREEMENT and COMMITMENT STATEMENT**

An Apprenticeship agreement must be in place at the start of learning. The template will be supplied by the training provider that is delivering the programme.

The Apprenticeship Agreement covers:

* the skill, trade or occupation the apprentice is being trained for
* the name of the apprenticeship they’re working towards
* the start and end dates for the apprenticeship
* the amount of training you’ll give them

The Commitment Statement is a three-way agreement between the employer, apprentice and the training provider and includes:

* the planned content and schedule for training
* what is expected and offered by the employer, the training provider and the apprentice
* how to resolve queries or complaints

The training provider will provide the template for the Commitment Statement.

An Apprentice should not be used to replace an employee who has resigned and should not hold a post on the schools establishment. An Apprentice is a paid trainee and will have a trainee contract of employment. The appointment of an Apprentice will not result in a change to the schools published staffing structure, although approval for the appointment of an Apprentice should be secured through the relevant Governance with a minuted decision by the Committee with the relevant delegation e.g. Resources Committee.

**4. DEFINITION OF A YOUNG WORKER**

A young worker is someone under 18 but over school leaving age. School leaving age is until the end of summer term of the school year in which they turn 16, from this point until the age of 18 the person will be classed as a young worker. Young workers have different employment rights to child workers, and some specific restrictions are in place in relation to their role.

**5. TERMS AND CONDITION**

**5.1 Rate of pay**

The Local Authority has determined a minimum salary of £9,000 per annum (£4.76 per hour) should be paid to Apprentices as a fair rate of remuneration for Level 1 -3 which is payable for the first 12 months and then payment of the National Minimum Wage for the reminder of the Apprenticeship. This can be pro-rata for Apprentices who are part time and/or term time only.

For Level 4 - 7 Apprentices, a minimum salary of £12,000 is payable for the first 12 months and then payment of the Local Living Wage for the reminder of the Apprenticeship. This can be pro-rata for Apprentices who are part time and/or term time only.

After 12 months the legal minimum rate of pay for an Apprentice is the equivalent rate on the National Minimum Wage (NMW) wage for age provisions. There are different levels of NMW, depending on age. The rates from 1st April 2020 are:

* £4.55\* - the 16-17 rate for workers above school leaving age but under 18
* £6.45\* - the 18-20 rate
* £8.20\* - the main rate for workers aged 21 and over
* £8.72\* - the main rate for workers aged 25 and over

\*These rates will increase with National Minimum Wage but this document will not always be uprated with the most up to date values so they should be checked on the [www.gov.uk](http://www.gov.uk) website.

The wage for an Apprentice must be changed to reflect the appropriate rate for their age following their 18th, 21st and 25th birthday.

If an apprentice is on a higher wage than the National Minimum Wage, the employer must continue to pay that for the remainder of the training or until the apprentice becomes eligible for the full national minimum wage.

**5.2 Hours of work & breaks**

Legally, in accordance with the Working Time Regulations 1998, young workers should not normally work more than eight hours a day or 40 hours a week. The hours can't be averaged out for young workers and there is no opt-out for young workers. Apprentices within schools maintained by Rochdale Council should work in accordance with the National Conditions of Services (National Joint Council) and should not work more than 37 hours per week. Apprentices have to work a minimum of 16 hours per week with an average amount of working hours being 30 per week.

The pattern of work determined for an Apprentice should be in accordance with the school’s needs.

Young workers who work for more than four and a half hours should get a rest break of at least 30 minutes. Rest breaks must be:

* taken in one block
* taken somewhere in the middle of the work period, not at the end
* spent away from the place of work if the Apprentice wants them to be
* taken when the employer determines, to meet the conditions detailed above and the school’s needs

Young workers should have 12 uninterrupted hours' daily rest in each 24 hour period in which they work. The 12 hours may be interrupted if the periods of work are split up over the day or do not last long.

Young workers must take two days off each week; this is known as weekly rest. This cannot be averaged over a two-week period (meaning young workers can't work an extra day one week and take more days off the following one). These two days' rest should also be taken together with no working in between them.

Records must be kept of young workers’ hours and these records must be kept for 2 years from the date they were made.

**5.3 Holidays**

Employed apprentices are entitled to a minimum of 20 days’ paid holiday per year. This is in addition to bank holidays. Apprentices within schools maintained by Rochdale Council should work in accordance with the National Conditions of Services (National Joint Council) and should receive the same holiday entitlements as other staff employed by the Local Authority. Holiday entitlements are outlined in the document titled Management Guidance: Annual Leave in Schools.

Apprentices can therefore be employed on term time only contracts or all year round contracts depending on the school’s needs, the type of role, and whether the school is open all year round.

An Apprentice on an all year round contracts, with under 5 year’s service, would be entitled to 23 days annual leave. They would be permitted to take annual leave at any time during the leave year which commences on 1st April in any year, subject to the needs of the school.

An Apprentice on a term time only (TTO) contract, within under 5 year service, would be employed to work 44 weeks. This equates to working 38 weeks and 4 days in each school year. As 38 weeks currently represents a school year, the remaining 4 days should be worked during the school holiday period at the discretion of the Headteacher. The 44 week calculation includes holiday payment of 5 weeks and 1 day for annual, statutory and other national holidays.

**5.4 Sickness absence**

Apprentices within schools maintained by Rochdale Council should work in accordance with the National Conditions of Services (National Joint Council) and should receive the same sickness entitlements as other staff employed by the Local Authority.

* During 1st year of service 1 month’s full pay and (after completing 4

months’ service) 2 months half pay.

* During 2nd year of service 2 months full pay and 2 months half pay

The School’s Health Related Absence Policy & Procedure will be used to manage the sickness absence of an employee who has completed their probationary period.

If an Apprentice has a number of absences or their absence becomes a long term sickness absence, then the training provider should be notified of this and kept updated in relation to the schools management of their absence.

**5.5 Contract of employment (training contracts)**

Apprentices are employed on fixed term contracts of employment known as training contracts. Training contracts should be for a minimum of 18 months. The minimum length of Apprenticeship training is 12 months.

There is an expectation that Apprentices should spend 20% of their contracted hours working on their Apprenticeship. A training provider will ensure a suitable training plan is developed to meet these requirements.

All apprentices must be employed for a minimum 30 hours per week. This includes time spent away from the workplace engaged in training. If an apprentices’ personal circumstances or if the nature of employment in a given sector makes it impossible to work these hours, then an absolute minimum of 16 hours per week must be worked. In these exceptional cases, the total duration of the apprenticeship will be extended accordingly. For example, the usual minimum planned delivery is a 12 month Apprenticeship with 30 hours per week spent with the employer, but where the individual can only work 20 hours per week, the Provider will need to extend the end date by one third – that is, the Apprenticeship will last for 18 months.

Ending the fixed term contract of an Apprentice, should be undertaken in accordance with the management guidance issued on the use of fixed term/temporary contracts. The Apprentice will not be eligible for redeployment or redundancy at the end of the training period where they have the qualifying service.

An Apprentice will be subject to an enhanced DBS clearance. As an Apprentice should be supervised, they will not meet the test of regulated activity and therefore will not be subject to a barred list check. All other pre-employment checks, including medical and references are relevant prior to the Apprentice commencing their role.

**6. APPOINTMENT OF AN APPRENTICE**

There are a number of options available to a school when recruiting an Apprentice including, a:

* Council or school advertisement, or,
* training providers will advertise your vacancy on the National Apprenticeship website and locally.

Irrespective of the method of securing candidates for an Apprentice role, schools should follow their Recruitment and Selection Policy to ensure a fair non-discriminatory process at the appointment stage, including assessing a candidate’s skill against the person specification for the post. Once a recruitment process has concluded, a conditional offer can be made to the Apprentice who will be subject to all the standard pre-employment checks including references, medical and DBS.

**7. TRAINING**

Young people need training most when they first start a job; to increase their capabilities and competencies to a level where they can do the work without putting themselves and others at risk. It is not enough to make training available; employers should make sure that it is undertaken and also check that key messages have been understood.

Young people will also need training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training should include a basic introduction to health and safety, e.g. first aid, fire and evacuation procedures etc.

As well as training, young people are also likely to need more supervision than adults. Effective supervision will help to monitor the effectiveness of the training young people have received and will be used to assess whether a young person has the necessary capacity and competence to do the job. It is recommended that a work place buddy is designated to support the Apprentice and to assist with any queries within the workplace.

Apprentices should not be left for long periods of time unsupervised. The Apprentice should be line managed by a nominated supervisor in school and they should be clear of who the Line Manager is.

The training provider will undertake regular visits to the school to assess the progress of the Apprentice within the workplace. Supervision meetings will take place with the Apprentice’s line manager/supervisor in order that concerns can be discussed in a transparent and fair way.

Qualifications take a minimum of 12 months to complete although there is no maximum time limit.

Training for an Apprentice should not be limited to the minimum basic training and schools should support an Apprentice in a range of formal and informal training opportunities during their Apprenticeship.

The Apprentice may need either day release or time off to study to enable the completion of relevant training linked to the Apprenticeship.

**8. HEALTH AND SAFETY**

All employers have a responsibility to make sure that their employees’ health and safety are protected at work. This means that thorough induction and training should take place to ensure that employees know how to do their job safely.

Before employing a young person, a health and safety risk assessment must be undertaken which takes these specific factors into account:

* the layout of the workplace and the particular site where they will work;
* the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
* what types of work equipment will be used and how this will be handled;
* how the work and processes involved are organised;
* the safe system of work within the school environment, e.g. PPE requirements;
* the need to assess and provide health and safety training; and
* risks from the particular agents, processes and work.

All risk assessments need to take account of certain features which apply to young people. The Management of Health and Safety at Work Regulations require that young people are protected at work from risks to their health and safety which are a consequence of the following factors:

* physical or psychological capacity
* pace of work
* temperature extremes, noise or vibration
* hazardous substances
* lack of training and experience

There is no need for a new risk assessment each time a young person is employed, as long as the risk assessment takes account of the characteristics of young people and activities which present significant risks to their health and safety. It may be appropriate to consider developing generic risk assessments for young people. These could be useful when they are likely to be doing temporary or transient work, and when the risk assessments could be modified to deal with particular work situations and any unacceptable risks. In all cases, the risk assessment will need to be reviewed if the nature of the work changes or becomes no longer valid.

A training provider will always attend the workplace to undertake a health and safety inspection to ensure that the premises are a safe place of work for the Apprentice.

**9. INDUCTION**

Apprentices in Community and Controlled Schools subject to Council Apprenticeship Levy contributions will have a week-long induction programme at Riverside for new Apprentices. This will ensure all start paperwork is completed, and will also cover elements such as course expectations, the Guidance for Safe Working Practice, Basic Introduction to Safeguarding Children and team building. Following the corporate induction, schools should deliver a personalised induction programme based on their own establishments. Apprentices will join the school at the start of week 2.

Voluntary Aided, Foundation and Academy Schools who are not part of the Council Levy will need to deliver a full induction in-house.

Schools should have an induction policy in which their procedures are clearly laid out. There is likely to be some variations in these procedures according to the post, since the induction of teaching staff, teaching assistants, administration staff etc would need to be tailored to requirements. It is important that a manageable induction takes place for all staff regardless of previous experience.

The five main objectives of induction are:

* To establish clearly what standards the school expects, this is of significance as the Apprentice may not have been within a work environment prior to commencing the role and may have no or little understanding of workplace expectations.
* To provide new staff with copies of School Policies particularly around Child Protection and Safeguarding children.
* To ensure that the employee is aware of and understands all relevant Health & Safety issues.
* To assist new staff in becoming familiar with their surroundings and colleagues, so that their ultimate effectiveness is not compromised by them being uncomfortable or lacking confidence.
* To create the right conditions for newcomers to develop a commitment to their new employer and for the employer to be able to assess objectively what contribution the new recruit will be able to make to the organisation.

Expectations relating to safeguarding and health and safety should be communicated on the first day in all cases. This includes the provision of and explanation of the Guidance for Safer Working Practices Document. Staff induction should begin with the new employee signing that they have read and understood all documentation relevant to the post.

**10. PROBATION**

Terms and conditions of employment for any new employee state that they will be required to serve a six-month probationary period and this includes Apprentices. Headteachers/Line Managers will need to ensure that this is made clear during the Apprentice’s induction. A probationary period of 26 weeks (6 months) applies to all new employees of staff except those who have previous continuous length of service or service under the Redundancy Modifications Order. The probationary period may be extended up to a maximum of 50 weeks.

The probationary period will allow the Headteacher/Line Manager to assess the Apprentice’s ability and suitability for the post including attendance, conduct and work performance, in order to ascertain whether the employee should be confirmed in the post.

Due to the relatively short period, close monitoring of the Apprentice’s performance is essential to ensure that the line manager is aware of their progress in the job and to identify any shortcomings with a view to redressing these. The probationary process should also be used to identify and recognise a new employees strengths and to provide encouragement and support during the settling-in period. Involvement of the training provider in the probationary review process may also be appropriate.

**11. TERMINATION OF AN APPRENTICESHIP TRAINING AGREEMENT**

There is no legal obligation to provide the apprentice with a job once their training contract/ agreement has ended. The exception to this is when a job is specified within the apprentice agreement. Apprenticeships are considered to be temporary with a specific purpose, and that purpose is the training of the apprentice. So when the training is complete, the training contract agreement will end - and the apprentice will not be considered to have been made redundant. They will be legally considered to have been dismissed for ‘some other substantial reason’.

The nature of an apprentice’s contract also makes it very difficult for an employer to dismiss them during the course of their apprenticeship. The onus is on the employer to show that they are dismissing the apprentice fairly and reasonably in accordance with an agreed procedure. Access to other HR procedures may be appropriately used during the Apprentice period of training, further advice and guidance should be sought in accordance with Section 13.

**12. THE APPRENTICESHIP LEVY**

Community and Community Controlled schools have access to the following additional support from the Council:

* Apprenticeship business planning support
* 3 intakes a year in September, January and May
* Apprentice recruitment support
* Corporate induction programme
* Ongoing support from an Apprenticeship Co-ordinator
* Training and support for line managers by an Apprenticeship Co-ordinator.

Voluntary Aided and Foundation schools can seek guidance from the Council

**13. CONTACT DETAILS**

For information required on training providers, funding, advertising etc. please contact:

* Raising Participation and Skills Team

Tel : 01706 925099

Email : apprenticeships@rochdale.gov.uk

For contractual queries, please contact:

* Pay & Operational Services

Email : school.notifications@rochdale.gov.uk

For general queries, please contact:

* Schools HR Advisory Service

Tel : 01706 925194/5169/5184925169

**Example JD**

**APPENDIX 1**

**\* Please delete/insert as appropriate**

### ROCHDALE BOROUGH COUNCIL

**\*SCHOOL/SERVICE:**

#### JOB DESCRIPTION

**OCCUPATION**

|  |  |
| --- | --- |
| **Job Title:** | Apprentice \*\*\*\*\* |
| **Grade:** | £9,000 per annum (All year round, 37.00 hours per week)***£12,000 per annum [Level 4-7 Apprentices]*** |
| **School/Service:** | **\* Insert School Name** |
| **Responsible to:** | Headteacher/Bursar/Senior Admin Assistant/Business manager. **<Please delete as appropriate>** |
| **Responsible for:** | None |
| **Hours of Duty:** | * Please insert as appropriate e.g. 37 hours flexible working hours in accordance with the needs of the school or 37 hours
* Specify whether TTO/AYR

 |
| **Any Special Conditions of Service:** | * The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.
* **(\*delete as appropriate) Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.
* **(\*delete as appropriate) Annual Leave – All Year Round** – Annual leave will be approved in accordance with the needs of the school.
 |
| **DBS Disclosure Level:** | Enhanced without reference to a barred check list |

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart: ***\* Please amend chart to reflect structure of the school***

|  |
| --- |
| E.g. Headteacher |
|  |
| E.g. Bursar/ Business Manager/Senior Administrator |
|  |
| E.g. Apprentice |

##### PURPOSE AND OBJECTS OF THE ROLE

To gain work skills, qualifications and experience to help the participant increase their confidence and experience and enable them to apply for further employment with the School, Local Authority or other organisations on completion of the Apprenticeship.

Under the direction/instruction of senior staff, to provide i.e. routine general administrative and financial support to the school **<Please insert as appropriate>**

1.

2.

3.

##### CONTROL OF RESOURCES

**Personnel**

To be self motivated and able to manage own workload and training responsibilities.

**Financial**

To work in accordance with Financial Regulations and procedures of the school.

**Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the school’s rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Operation of general office equipment, ICT systems and the orderly storage of stationary and office supplies.

**Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with school’s Health & Safety policies, procedures and current legislation.

**Equality and Diversity**

To work in accordance with the School’s Policy relating to the promotion of Equality and Diversity.

**Training and Development**

To take responsibility for identifying training and development needs in conjunction with placement managers and training providers. To take responsibility for attending training sessions and producing the required work towards the full Apprenticeship framework.

**Relationships (Internal and External)**

Internal: 1. School staff.

1. Senior managers.
2. Governors.
3. Pupils.
4. Users of the School.

External: 1. Parents*/*carers.

 2. Staff in other schools and within the LA.

**RESPONSIBILITIES:**

The apprentice must –

1. Perform his/her duties in accordance with the School’s Equal Opportunities Policy.

1. Ensure that the Authority’s/School’s commitment to public service orientation and care of our customers is provided.
2. Be able to render regular and efficient service to undertake the duties of this post.
3. Adhere to the general guidelines for confidentiality as issued by the Data Protection Registrar

**PRINCIPAL DUTIES**

1.

## SECONDARY DUTIES

* To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: Date:

Agreed by Postholder: Date:

**Example PS**

ROCHDALE BOROUGH COUNCIL

**PERSON SPECIFICATION**

## POST: GRADE: £9,000 p.a.

 ***£12,000 per annum [Level 4-7 Apprentices]***

**Note to Applicants:**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the School will obtain the necessary information about you.

If the **How Identified** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria,** you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ESSENTIAL** CRITERIA | **HOW** **IDENTIFIED** | **DESIRABLE** **CRITERIA** | **HOW** **IDENTIFIED** |
| **Qualifications and training** |  | Application form, production of evidence and assessment |  |  |
| **Skills** |  | Application form, assessment and interview |  |  |
| **Knowledge and understanding** | * Basic knowledge of the work of a school
* Understanding of the importance of safeguarding/ child protection when working in a school setting.
 |  |  |  |
| **Profession Values and Practice** |  |  |  |  |
| **Special Working Conditions** | * Professional appearance and manner, with the ability to promote a positive ethos in school
* Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities.
* Ability to attend occasional meetings out of school hours.
* Requirement to attend induction training.
* Flexible in approach and able to meet the changing demands of the role.
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
 | Application Form and Interview |  |  |

**APPENDIX 2**

**FREQUENTLY ASKED QUESTIONS**

**Do I have to pay an Apprentice?**

Yes, all Apprentices are paid at £9,000 per annum; £12,000 per annum if level 4-7; this can be pro-rata if the employee is part time and/or term time only.

**How old will they be?**

Apprentices can be of any age, however most candidates for vacancies will be under 24.

**Is there help available to assist me putting the vacancy and job description and person specification together?**

Yes, the Raising Participation and Skills Team will assist and guide you through the process; appointments can be made at any time in the year.

**What types of work can Apprentices do?**

Apprenticeships are available in many different types of jobs. The Raising Participation and Skills Team can advise you about whether your role is suitable for an Apprentice.

**Do I have a say in which Apprentice is recruited?**

Yes, you interview and recruit as normal.

**What happens if there’s a problem with my Apprentice?**

Normal employment rules relate to Apprentices around conduct and capability. There will also be additional support from the Raising Participation and Skills Team and from the training provider supplying the Apprenticeship training to help sort out any issues. The standard 6 month probationary period applies to Apprentices.

**Will I have to give day release for my Apprentice to go to college?**

Possibly, although this depends on what type of Apprenticeship qualification they are on - some training can be done totally in the workplace, but there could be a need for off-site training at times. There is an expectation that 20% of the Apprentices contracted hours should be spent in training.

**Who delivers the training to the Apprentice?**

An appropriate training provider will be allocated to your Apprentice. This training provider will be the most suitable to deliver the best programme for your Apprentice and will be sourced by the Raising Participation and Skills Team.

**Will the qualifications done by the Apprentice be free of charge?**

For Community and Controlled schools - if your school contributes to the Council Apprenticeship Levy, payment will come through this.

Voluntary Aided, Foundation schools and Academies will have their own Levy pot if their payroll is over £3m. For those under £3m, a 10% contribution will be required towards the cost of the Apprenticeship training.

**How long will the Apprenticeship qualifications take?**

Each qualification runs at a different rate, although the minimum period is 12 months to complete, the Apprenticeship training contract runs for 18 months. This is based on the hours worked so it the Apprentices is part time then the length of the contract will need to be extended to reflect this

**Can I recruit someone with a degree?**

Yes. The funding rules changed in 2017 to allow graduates to access Apprenticeship programmes however this must be in a different subject area to their degree qualifications.