

## Apprenticeships available in Norfolk Schools

Did you know that apprenticeships can be used to support **existing members of staff** as well **new recruits**?

All apprenticeship training is **fully funded by the apprenticeship levy** and your school would only be responsible for the **salary costs of the apprentice**.

- If a school hires an apprentice aged 16-18 years old or under 25 with an EHCP or who has been in the care of their local authority, they are eligible for a £1,000 incentive payment.

Below is a selection of available apprenticeships designed to develop a range of staff working in educational settings. You can **click on the heading to find out more information about each apprenticeship**.

<u><a href="#">Classroom Based Practice</a></u>	<u><a href="#">Specialist Staff</a></u>	<u><a href="#">Leading Teaching</a></u>	<u><a href="#">School Business Management and Support</a></u>	<u><a href="#">School Catering</a></u>
Teacher Level 6 Early Years Educator Level 3 Early Years Lead Practitioner Level 5 Teaching Assistant Level 3 Community Activator Coach Level 2 Sports Coach Level 4	Youth Support Worker Level 3 Play Therapist Level 7 Career Development Professional Level 6 SENCO Level 7 (in development)	Operational & Departmental Manager Level 5 ( <b>including NPQSL</b> ) Senior Leader Level 7 ( <b>including NPQEL</b> ) Instructional Coaching Programme - Assessor Coach Level 4	Customer Service Practitioner Level 2 Business Administrator Level 3 Team Leader or Supervisor Level 3 School Business Professional Level 4 Property Maintenance Operative level 2	Senior Production Chef Level 3

Should you wish to find out further information about how apprenticeships can support you, members of staff and your school please contact the NCC Apprenticeship team [nccapprenticeships@norfolk.gov.uk](mailto:nccapprenticeships@norfolk.gov.uk) or visit our [Apprenticeship Website](#)

## Classroom Based Practice

### [Teacher Level 6](#)

Accredited apprenticeship to allow the apprentice to qualify as a Newly Qualified Teacher after completion. The duration of the apprenticeship is 12 months. Aimed at those who already have relevant subject knowledge and meet strict Department of Education entry requirements. Can be for Primary or Secondary level.

### [Early Years Educator Level 3](#)

Apprentices will complete a Level 3 Early Years Educator Qualification from a Department of Education approved provider. The duration of the apprenticeship is 18 months. On completion, apprentices will be able to deliver and supervise the Early Years Foundation Stage Curriculum in a range of settings for children aged from birth to 5 years. Would be an entry level for those wishing to work in nurseries, day care and pre-school settings, as well as reception aged classes within statutory education.

### [Early Years Senior Leader Level 5](#)

Aimed at those who are Room Leaders, Lead Practitioners or Early Years Senior staff, usually reporting to the head of the setting. This Level 5 apprenticeship is approx. 24 months in duration the apprenticeship will cover a number of skills, behaviours and knowledge to support them leading and day to day operations, working with children from aged birth to 8 years. Suitable for those in Pre-schools, Nurseries, Primary Schools and other local authority provision.

### [Teaching Assistant Level 3](#)

Covering teaching assistants across primary, special and secondary education settings. Entry requirements are typically those who hold 5 GCSE's at C/grade 4 and above including English and Maths. This apprenticeship is 18 months in duration and on completion, apprentices will be a fully competent Teaching Assistant. This is an entry level apprenticeship but can lead to further progression including Higher Level Teaching Assistant, Assistant Teacher and Teacher.

### [Community Activator Coach Level 2](#)

Apprentice to support the delivery of the school sports curriculum as well as supporting wider community sports groups. The duration of the apprenticeship is 18 months. This is a level 2 entry role, with entry requirements to be decided between the

employer and the training provider. On successful completion, all apprentices will be automatically given CIMSPA (Chartered Institute for the Management of Sport and Physical Activity) at Associate Membership level.

#### [Sports Coach Level 4](#)

Outcome of the apprenticeship will be a school sports coach to help delivery of the national curriculum for physical education. The duration of the apprenticeship is 18 months. On completion will be able to register as a member of the Chartered Institute for the Management of Sport and Physical Activity.

## Specialist Staff

#### [Youth Support Worker Level 3](#)

Aimed at staff working in after school clubs, youth clubs or more formal setting such as early help hubs. **Provides knowledge and skills to support children and young people with their social and emotional development**, working holistically to support a young person's individual journey. Can gain Level 3 Diploma in Youth Work Practice. Duration is 18 months.

#### [Play Therapist Level 7](#)

Aimed at educational professionals who already hold a level 6 qualification and extensive experience of working with children and those with additional needs. Complying with the standards of the Professional Standards Authority Accredited (PSA) Register of Play and Creative Arts Therapists, on completion will **be able to support schools and other services to improve the mental & emotional health, relationships and learning potential of children with long term and short term complex learning issues**. Duration is 36 months and a professional registration is available on completion.

### [Career Development Professional Level 6](#)

Aimed at Career Advisors or those training to be. This apprenticeship will help you to develop the skills of pupils in secondary school setting to consider further/higher education and the world of work. Duration is 24 months and on completion can register with the UK Register of Career Development Professionals.

### [SENCO Level 7 – In development](#)

Currently in development, a masters level apprenticeship to develop leaders for Specialist Educational Needs curriculum.

## Leading Teaching

### [Operations or Departmental Manager Level 5](#) including NPQSL

Aimed at operational leaders and those managing teams or projects. This level 5 apprenticeship is approx. 30 months in duration and entry requirements are decided between employer and training provider. On completion, apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership and Management, and those with 3 years of management experience can apply for Chartered Manager status through the CMI.

### [Senior Leader Level 7](#) including NPQEL

Aimed at Senior Leaders, to help support leading people, setting strategy and culture within an organisation. The apprenticeship duration is from 24 – 36 months depending on training provider.

### [Instructional Coaching Programme - Assessor Coach Level 4](#)

An assessor coach works with professionals both teaching and non-teaching to support learners' development, particularly within vocational education and wider education. Assessor coaches are key to inspiring and motivating aspirations with young people.

They will also be able to support apprenticeship programmes, employers and other external stakeholders. 18 month duration and will require an appropriate level qualification and relevant experience.

## School Business Management and support

### [Customer Service Practitioner Level 2](#)

Entry level apprenticeship. Develop and understand the skills and behaviours needed to support day to day running of the school. Suitable for a range of roles, including front desk, school office, administrator. 12 months in duration and can lead to further study and apprenticeships.

### [Business Administrator Level 3](#)

This apprenticeship provides the skills and behaviours needed to support the day to day running of the school whilst supporting other staff members and students. The apprenticeship will take up to 18 months and can lead to further study in administration or management after completion.

### [Team Leader or Supervisor Level 3](#)

Designed to help support those within or working towards their first managerial role. This will provide apprentice with the relevant knowledge and skills to lead people and teams. Duration of 12 months and entry requirements to be confirmed by the training provider. On completion, apprentices may choose to register as Associate Members with the Chartered Management Institute and/or the Institute of Leadership and Management, to support their professional career development and progression.

### [School Business Professional Level 4](#)

The apprenticeship covers a range of subjects linked to the day to day role of a School Business Manager, including finance, procurement, human resources and government & risk. This will take 18 months to complete and on completion, apprentices will be eligible to become a Full Member of the Institute of School Business Leadership.

### [Property Maintenance Operative level 2](#)

This apprenticeship is aimed at those in a site Manager or Caretaker role. This a 12 – 15 month apprenticeship. The knowledge, skills and behaviour content covers all elements of basic property maintenance such as carpentry, electrical, plumbing and decorating.

## School Catering

### [Senior Production Chef Level 3](#)

For kitchen staff to support the day to day running of a school kitchen. Limited entry requirements however would need 12 months relevant work experience. At the end of the apprenticeship, the apprentice should be able to independently run the school kitchen and support others within the team.