



'Learning to Succeed'

**Advanced Teaching Assistant & Midday Supervisory Assistant
Gladstone Road Primary School**

Recruitment Information Pack



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Gladstone Road Primary School

I am delighted you are interesting in joining our team here at Gladstone Road Primary School. You will be joining a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the children of Scarborough and the Yorkshire Coast.

Our motto '**Learning to Succeed**' is at the heart of everything we do. We live the values necessary for children to contribute positively to the world they will inherit and lead one day. Our children feel valued and accepted as individuals. Our aim is that they will be able to function in the wider community in which they have respect for themselves, others, and their environment.

We are fortunate to have a school environment that mixes the traditional school feel along with making sure we have a tailored and creative curriculum that allows us to give our children the opportunities that they deserve.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our school at all levels; you will never feel unsupported or alone in our school.

As a school we are secure and share resources, teaching, curriculum ideas and partnerships with other schools to maximise the benefits to our children, staff and the community.

Our very creative staff have a love of teaching and we are looking for a future member of our team who can develop a sense of awe and wonder in children. The children at Gladstone Road are delightful, happy, confident and energetic. They are passionate about their learning, be it in the traditional classroom or through other areas of the curriculum such as dance, art, PE and music. We are looking for someone who can embrace all aspects of the curriculum as well as literacy and numeracy.

We are really proud of our school and the progress we are making. Please take the time to come and visit is – we'd love to show you around.

All posts at Gladstone Road Primary involve at all times, a view to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance, as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Head teacher as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application!

Garry Johnson (Head teacher)



Application Process

The closing date for all applications is **9am, Monday 9th October 2023**

Interviews will be held on Friday 13th October 2023.

Please apply online via [NYC jobs](#)

Application forms must be completed in full – CV's are not accepted

Please contact us if you need an application form in a different format.

An email will be sent to shortlisted candidates with details of the interview process / support if unsuccessful in your application.

Queries / Visits

Informal chats about the role are welcomed and encouraged. For queries or to arrange a call or visit with the Head, please contact Sarah Hunter at Sarah.Hunter@northyorks.gov.uk or on 07816 251271.

Job Description

Job Title: Advanced Teaching Assistant

We now have an opportunity for an Advanced Teaching Assistant, to work under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process across KS1 and KS2. The post holder will work in classes, or other appropriate locations, with access to support and guidance, supervising groups and /or individual pupils.

As the largest primary school across the area, we have numerous opportunities for you to develop your teaching skills. With tailored support from our Headteacher, Deputy Headteacher, Assistant Heads and other skilled colleagues, we will further develop you and give you the skills, encouragement and experience within the profession you are looking for.

We are looking for:

- Have experience of working with children and young people
- A strong vision and ethos that supports our values and culture
- Someone who has the drive and ambition to make sure our children achieve their very best
- Be able to support in the delivery of high quality learning experiences for all pupils
- Someone with the capacity and fortitude to work with SEND pupils

Duties of the role will include, but not be restricted to: SUPPORTING LEARNING & DEVELOPMENT

- Assist in the planning and evaluation of learning activities with the teacher. Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of allocated pupils
- With the class/subject teacher, plan and deliver small group interventions, with clear objectives and appropriate learning outcomes
- Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment made by the teacher and other professionals
- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning
- Support and assist in the development and implementation of appropriate behaviour management strategies
- Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class/subject teacher

- Support pupils in their social and emotional wellbeing in implementing relevant social, health, and physical programmes, including for those with health, social and physical needs
- Escort and supervise pupils on educational visits and out of school activities under the supervision of a teacher
- Undertake break supervision as required

COMMUNICATION

- Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals
- Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English

SHARING INFORMATION

- Assess, record and report on pupils' attainment and progress within assessment and reporting processes
- Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters
- Assist in the induction and development of classroom support staff, cascading information and good practice
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings
- Share information confidentially about pupils with teachers and other professionals as required

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN & YOUNG PEOPLE

- Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence
- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

ADMINISTRATION/OTHER

- Assist the teacher and work as directed in preparation of the classroom and resources for planned work to take place
- Undertake routine clerical duties as required
- Support the use of ICT and adhere to relevant policies
- Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations
- Participate in appraisal, training and other learning activities

HEALTH & SAFETY

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

EQUALITIES

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility, work in accordance with the aims of the Equality policy, treating individuals with respect for their diversity, culture and values.

FLEXIBILITY

- North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures

CUSTOMER SERVICE

- The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values

Person Specification

Qualifications	Essential	Desirable
Relevant NVQ Level 3 or equivalent	√	
Appropriate first aid training		√
English and Maths GCSE level 'C' equivalent.	√	
Relevant experience		
Appropriate experience working with children in an education setting	√	
Experience in other relevant skills e.g. art/music/sport		√
Experience of delivering evidence based interventions that accelerate learning		√
Professional Knowledge and Skills		
Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers	√	
Behaviour management, particularly with SEND pupils	√	
Good reading, writing and numeracy skills	√	
Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe		√
Personal Qualities		
Demonstrable interpersonal skills	√	
Ability to work successfully in a team	√	
Able to exercise judgement	√	

Confidentiality	✓	
Flexibility	✓	
Creativity		✓

Job Description

JOB TITLE: Midday Supervisory Assistant

JOB PURPOSE: To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.

JOB CONTEXT: Required to work indoors and outdoors when supervising the children and young people to ensure their safety. Enhanced DBS Clearance required. An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Issues

- Supervise the playground area and classrooms etc during the lunchtime break.
- Assist with the removal of food and equipment once pupils have eaten their lunch.
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
- Assist in the implementation of appropriate behaviour management strategies as required
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
- Resolve minor disputes between pupils.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment.

Communications

- Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
- Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
- Communicate effectively with all staff, pupils, families and carers.
- Provide support and encouragement to children and young people.

HEALTH & SAFETY

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

EQUALITIES

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility, work in accordance with the aims of the Equality policy, treating individuals with respect for their diversity, culture and values.

FLEXIBILITY

- North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures

CUSTOMER SERVICE

- The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values

Person Specification - Midday Supervisory Assistant

Qualifications	Essential	Desirable
Relevant NVQ Level 3 or equivalent		√
Appropriate first aid training		√
English and Maths GCSE level 'C' equivalent	√	
Relevant experience		
Appropriate experience working with children in an education setting	√	
Professional Knowledge and Skills		
Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and	√	
Good reading, writing and numeracy skills	√	
Personal Qualities		
Demonstrable interpersonal skills	√	
Ability to work successfully in a team	√	
Able to exercise judgement	√	
Confidentiality	√	
Flexibility	√	
Creativity		√