

NEWBY & SCALBY



Working to Learn Together



**Advanced Teaching Assistants (x2)
Required for an immediate start in October 2021
Recruitment Information Pack**

Newby & Scalby Primary School
The Green, Scarborough, YO12 5JA

Contents

Welcome from the Headteacher	3
Our staff	4
Our schools	5
Application process and how to apply	6
Job Description and Person Specification	7-11



Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Newby & Scalby Primary School. I am delighted you have shown interest in joining us and I look forward to sharing with you what makes our school a very special place to work.

Our children are delightful, happy, confident and energetic. They are passionate about their learning, be it in the classroom or through other areas of our developed curriculum such as dance, art, PE and music.

Over many years together we have built a learning community that puts the whole child and their development, along with harnessing the skills of our staff at our very heart. You will be joining a school with low staff turnover and high staff retention and as Headteacher it is my job to make sure colleagues are supported and challenged to be lifelong learners.

Working at Newby & Scalby is incredibly rewarding. Due to our well-deserved reputation across the area we place huge importance on developing talent – and in many ways our ‘research school’ ethos has resulted in many staff being developed as a support professional. I still get an incredible buzz from seeing our children reach their full potential through our staff training and development focus.

This is an exciting time to join us. As the founding primary member of the Coast and Vale Learning Trust, our team are working in partnership with our sister school Friarage Primary to share, learn and create a primary hub our area can be proud of. Through our Trust we are able to access the support and resources from our Teaching School, which means as a staff member you have a wide range of colleagues, tools and resources to help you develop not just in the classroom but beyond.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application. I look forward to reading it.

Chris Kirkham- Knowles
Headteacher

Our staff

Maddie Blakeley is an Early Career Teacher at Newby and Scalby Primary School in Scarborough. She has worked at the school since June 2017.

What do you enjoy most about your job?

I don't think there is any job that can be as varied as teaching is. You can't beat working with children: getting to know them as people; sharing their hopes and aspirations for the future; celebrating their successes and watching them finally get something they have been struggling with. That is when you truly know you have made a difference. Finding a school where this ethos is shared and where children are the driving force is what I have managed to do and I work alongside an incredible group of dedicated people that share that same goal. Not only have I found a group of work colleagues but also a group of friends that support me and make me laugh often.

What's the best thing about the community that your school serves?

The community plays a large role in our teaching and learning and is a lovely area to work. We are lucky to work so closely with many services. Whether it be borrowing a book from the local library, visiting the local church for a tour of the war memorial or sharing harvest gifts with local residents, we gain a lot from this. Having open days and workshops means people are welcome to see how the school runs and how their children are getting on. It is a great way to get to know the school and teachers.

What would you say to a teacher thinking about moving to a school on the Yorkshire Coast?

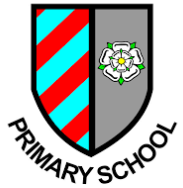
I don't think you can beat working on the coast. Personally, I was brought up in Scarborough but after going to university in Lincoln and working in city schools and village schools I always knew that the coast would be where I ended up. Having the beach on your doorstep is ideal and I'm sure some of our children would agree, especially our Year 6s who have spent an afternoon surfing in the past with trained lifeguards. Trips to the beach and the local parks all add to the different experiences that children in our school are exposed to. We have a bit of everything that is only a walk or short drive away.



Our schools

NEWBY & SCALBY

Newby and Scalby Primary School



We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.

Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit us at:

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy/newby-and-scalby-primary-school)

Friarage Primary School



We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit us at: [Friarage Community Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy/friarage-community-primary-school)

Scalby School



Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

To learn more about us please visit us at: [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy/scalby-school)

Application Process

The closing date for all applications is **9am on Monday 27th September 2021.**

Interviews will be held as soon as possible after the closing date.

Completed applications must be returned to James Annetts at james.annetts@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please call James on 01609 534939.

If you think you're the person for the job, please complete the enclosed application form having looked at the job description and person specification.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

We actively welcome you to contact James at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.



Job Description

POST:	Advanced Teaching Assistant (ATA)
GRADE:	Grade D
RESPONSIBLE TO:	Head Teacher / Senior SENCO
RESPONSIBLE FOR:	None
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	To work, under the direction of the SENCO and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process. The post holder will work 1-1 or in small groups, locations with access to support and guidance.
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Deliver intervention programmes 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 • 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

	<ul style="list-style-type: none"> • 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 schools activities under the supervision of a teacher • Undertake break supervision as required
Communication	<ul style="list-style-type: none"> • 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
Sharing Information	<ul style="list-style-type: none"> • 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 • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings where appropriate • Share information confidentially about pupils with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence

	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none"> • 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
Data Protection	<ul style="list-style-type: none"> • To comply with the Coast and Vale Learning Trust policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Coast and Vale Learning Trust 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 Coast and Vale Learning Trust's Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Coast and Vale Learning Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity,

	<p>dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</p> <ul style="list-style-type: none"> • The Coast and Vale Learning Trust 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
Date of Issue:	

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Good understanding of child/ young people's development and learning processes • Understanding of individual children and young people's needs • An understanding that children/Young people have differing needs and knowledge of inclusive practice 	<ul style="list-style-type: none"> • Knowledge of Behaviour Management techniques • Knowledge of Child Protection policies & Procedures • Knowledge of Health & Safety legislation
Experience <ul style="list-style-type: none"> • Appropriate experience working with children in an education setting 	<ul style="list-style-type: none"> • Experience in other relevant skills e.g. art/music/sport • Experience of delivering evidence based interventions that accelerate learning
Occupational Skills <ul style="list-style-type: none"> • 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 • Good reading, writing and numeracy skills 	<ul style="list-style-type: none"> • 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
Qualifications <ul style="list-style-type: none"> • Relevant NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training (Dependent on the schools needs - insert as appropriate)
Personal Qualities <ul style="list-style-type: none"> • Demonstrable interpersonal skills • Ability to work successfully in a team 	<ul style="list-style-type: none"> • Creativity

<ul style="list-style-type: none"> • Able to exercise judgement • Confidentiality • Flexibility 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality & diversity • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	