



## **Advanced Teaching Support**

**Closing Date: Monday 27<sup>th</sup> June 2022, 12 noon**

### **Recruitment Information Pack**

Lady Lumley's School  
Swainsea Lane, Pickering, North Yorkshire  
YO18 8NG

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Dear Applicant

Thank you for taking an interest in joining our staff at Lady Lumley's. I hope reading about our school gives you a sense of a driven community school, ambitious to do all we can to see staff and students thrive.

Lady Lumley's school has a proud tradition and heritage of providing quality education. A trailblazer in the pursuit of education for all – welcoming the children of farming families and girls long before this was a requirement. Building on those foundations, Lady Lumley's is a truly comprehensive school of 900 students drawing from the town of Pickering, surrounding villages and rurality as well as from Scarborough and all points in between.

'Being our best' signals Lady Lumley's commitment to school improvement. We are ambitious for all our students and staff and strive to improve teaching and learning through constant evaluation and positivity. Our curriculum offer is broad and balanced, giving students a clear progression route through the school that builds the fundamental knowledge and understanding to allow them to specialise for Key Stage 4 then again at Key Stage 5. Lady Lumley's curriculum gives all students the best chance of being successful at GCSE, A Level and Vocational Provision, ensuring our above national average outcomes open doors for life chances.

Our staff are integrated into thorough well-constructed CPD that looks to build strength in the classroom as well as modelling the pursuit of improvement. Ensuring all our strategic planning is built of evidential educational research is fundamental to ensuring we are investing staff time where it will reap rewards. A love of learning is a necessary mindset to thrive at Lady Lumley's.

Lady Lumley's is equally ambitious for our students to experience an enriched learning journey with a diverse offer of experiences. From trips abroad to Bordeaux, Saint Émilion and Dune de Pyla in France and Weiz in Austria our students also visit Belgium and France in Year 10 for the GCSE Battlefields Experience and Krakow and Auschwitz in Year 11, 12 and 13 for Religious Education. There are numerous theatre and music trips and visits taking in everything from Opera to Pantomime. The excellent sporting facilities are always fully booked with traditional team sports running alongside rock climbing and table tennis. Our Duke of Edinburgh scheme is ever popular and Lady Lumley's students show leadership in this testing qualification right through to the Gold Award. With regular orienteering, canoeing and mountain biking our students also contribute hundreds of hours to volunteering and raise thousands of pounds for charity. Nurturing the growth of students through Enriching their experience enables Lady Lumley's to prepare students to thrive locally or to move on to different cultures and experiences.

We value our pastoral staff and system as the cement that holds the school together. There are very high expectations of students conduct and a transparent and fair policy for rewards and consequences. All our students are supported through school with dedicated tutors and a Pastoral Officer with additional expertise available from the Pastoral Team and SLT. There are weekly 'Life' lessons to educate students with powerful knowledge to enable them to keep themselves safe and to have well placed confidence outside of school. Our staff and students deserve to feel safe and valued throughout their time at Lady Lumley's.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust as we are a unique school with a shared Trust vision. Through leadership development, collaboration and investment Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

If you have read this and are committed to joining a school that is driven by ambition to be better, values a comprehensive community school and thrives on being part of a team, then we look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. A. Foden'.

Clair Foden  
Headteacher



## **Visions and Values**

**Lady Lumley's School** is driven by the vision of 'Being our best'. All staff and all students are asked to commit to our core values:

### **Learning**

Lady Lumley's core purpose is supporting our students and staff to make progress and continually adapt and develop to become lifelong learners.

### **Leading**

Students and staff have regular opportunities to lead within and outside of the classroom to improve themselves and the community.

### **Ambition**

We are relentlessly positive about improving and seeing all mistakes as ways to learn and improve and exceed our potential.

### **Progress**

The journey through Lady Lumley's for staff and students is a journey of improvement. Through striving to be our best we will face some setbacks but will build progress over time.



## Our schools

### 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 possibly 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-home)

### 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-home)

### 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-home)

## **Lady Lumley's School**

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit us at [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

### **Useful Links**

[Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

[Welcome to Pickering. Gateway to the North York Moors, Yorkshire](#)

## **Scarborough University Technical College**

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

**To learn more about us please visit us at: <https://www.scarboroughutc.co.uk>**



### **Application Process**

The closing date for all applications is **Monday 27<sup>th</sup> June 2022, 12 noon.**

Interviews will be held shortly after the closing date.

Completed applications must be returned to Helen Poole at  
[helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk)

**If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

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**

Please contact Helen Poole at [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk) or on 07890 055186.



## **Job Description**

**JOB TITLE:** Advanced Teaching Support

**GRADE:** Grade E (32.5 hours per week term time only)

**RESPONSIBLE TO:** Student Support Coordinator

**RESPONSIBLE FOR:**

**JOB PURPOSE:** To support teachers in all aspects of their role, including, but not limited to: supervision of classes for absent teaching staff, administrative support, working with students on a one-to-one basis, working with students alongside teaching staff and sharing good practise within the SEND team

### **DUTIES:**

1. Support the learning of students in lessons under the direction of the teacher.
2. Cover lessons for teaching staff as directed – including adapting of work as necessary and effectively managing students in the classroom.
3. Supervise and/or support students in internal and external examinations, including acting as an amanuensis where directed.
4. Communicate with other staff and parents as necessary.
5. Provide educational, emotional and physical support to students, using initiative and independent decision-making.
6. Work without a teacher present on a one-to-one or small group basis with students, planning work, preparing materials and carrying out clerical duties to help with the learning process.
7. Accompany students on school trips.
8. Support departments as directed with internal and external extra-curricular activities.
9. Provide administrative support to teaching staff.
10. Undertake relevant training and take responsibility for own professional development, including working towards appropriate qualifications.
11. Contribute to reporting and monitoring of progress and assessment of students and contribute to planning, attending and providing reports for students' reviews.
12. Work with other professionals, such as speech therapists, as necessary.
13. Attend relevant school meetings as required.
14. Attend to students' personal needs including help with social, welfare, care and health matters.
15. Help to maintain and enhance the school and classroom environment in order to support all student's learning.
16. Supervise home learning club at lunchtimes.
17. Train staff in own and other schools as part of the programme of the enhanced mainstream school.
18. Respect confidentiality at all times.
19. Be familiar with, and follow, all school policies.
20. Uphold the high standards within the school and act as a positive role model

for students in terms of behaviour and appearance as deemed appropriate by the headteacher.

### **Person Specification**

**JOB TITLE:** Advanced Teaching Support

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• An awareness of child/young person's development and learning</li> <li>• An understanding that children/Young people have differing needs</li> <li>• Knowledge of Behaviour management techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes.</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>• Knowledge of inclusive practice</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary experience</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent</li> <li>• GCSE Maths &amp; English or Level 2 equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ level 3</li> <li>• Appropriate first aid qualification</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• 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</li> <li>• Good reading, writing and numeracy Skills</li> <li>• Good ICT skills</li> </ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills.</li> <li>• Ability to work successfully in a team.</li> <li>• Confidentiality</li> <li>• Flexibility</li> <li>• Ability to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• To be committed to the school's policies and Vision and Values</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> </ul>	

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| <ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with challenging behaviours and attitudes</li><li>• Ability to use authority and maintaining discipline</li><li>• An empathy for equality &amp; diversity</li><li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li></ul> |  |
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