[](https://www.google.co.uk/imgres?imgurl=https://s3.amazonaws.com/images.ecwid.com/images/12739192/993883346.jpg&imgrefurl=http://www.edgeclothing.co.uk/store/Newby-%26-Scalby-School-c27410294&docid=vaAFan9GlLBSPM&tbnid=ClsEZGzPxNmnKM:&vet=10ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw..i&w=910&h=839&hl=en&bih=1124&biw=1920&q=Newby%20Scalby%20Primary%20School&ved=0ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw&iact=mrc&uact=8)

**Working to Learn Together**



**General Assistant – Maternity Cover**

**Required for as soon as possible**

**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 Scalby Learning Trust (along with Scalby School) 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.

[](https://www.google.co.uk/imgres?imgurl=https://s3.amazonaws.com/images.ecwid.com/images/12739192/993883346.jpg&imgrefurl=http://www.edgeclothing.co.uk/store/Newby-%26-Scalby-School-c27410294&docid=vaAFan9GlLBSPM&tbnid=ClsEZGzPxNmnKM:&vet=10ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw..i&w=910&h=839&hl=en&bih=1124&biw=1920&q=Newby%20Scalby%20Primary%20School&ved=0ahUKEwir3OXZucjkAhX4DmMBHS3FCFcQMwhyKCcwJw&iact=mrc&uact=8)**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 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** [**http://www.thelifecloud.net/schools/NewbyandScalbyPrimarySchool**](http://www.thelifecloud.net/schools/NewbyandScalbyPrimarySchool)



**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** [**https://friarageprimary.org.uk/**](https://friarageprimary.org.uk/)

**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** [**http://www.scalbyschool.org.uk/**](http://www.scalbyschool.org.uk/)

## Application Process

The closing date for all applications is **9am on Monday 29th November 2021**

Interviews will be held on Wednesday 1st December 2021.

Completed applications must be returned to Garry Morrison at garry.morrison@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please call Garry on 07814935700

**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 Garry 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: | | General Assistant (GA) | | |
| GRADE: | | Grade C | | |
| RESPONSIBLE TO: | | Head Teacher | | |
| STAFF MANAGED: | | None | | |
| POST REF: | |  |  |  |
| JOB PURPOSE: | |  | | --- | | 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. The post holder will work in classes, or other appropriate locations with access to support and guidance, supervising groups and /or individual pupils.  To assist in the induction and development of classroom support staff as required. | | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | |
| **Supporting Learning & Development** | * Support pre planned learning/behaviour activities as directed by the class teacher * Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process for children. * Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning * Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies * Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs * Assist in escorting and supervising pupils on educational visits and out of school activities * Undertake break supervision as required * To encourage pupils to interact with others and engage in activities led by the teacher | | | |
| **Communication** | * Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals * Communicate effectively with all pupils, families, carers and other agencies / professionals | | | |
| **Sharing information** | * Share information confidentially about pupils with teachers and other professional as required * Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality * Participate in staff meetings | | | |
| **Safeguarding and Promoting the Welfare of Children/Young People** | * Carry out tasks associated with pupils’ personal hygiene, (including personal intimate care) and welfare, including 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** | * Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work * Support the use of ICT and adhere to relevant policies * Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations * Participate in appraisal, training and other learning activities * To contribute to the overall ethos/work/aims of the school | | | |
| **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 | | | |
| **Data Protection** | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality | | | |
| **Equalities** | * Promote inclusion and acceptance of all pupils * Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values | | | |
| 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**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
| --- | --- |
| **Knowledge** |  |
| * An awareness of child/young person’s development and learning * An understanding that children/Young people have differing needs | * Good understanding of child development and learning processes * Knowledge of Behaviour management techniques * Knowledge of Child Protection and Health & Safety policies and procedures * Knowledge of inclusive practice |
| **Experience** |  |
| * Experience appropriate to working with children in an learning environment |  |
| **Qualifications** |  |
| * Relevant NVQ Level 2 qualification or equivalent * GCSE Grade C or above in Maths and English (or equivalent) | * Relevant NVQ level 3 |
| **Occupational 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 * Good reading, writing and numeracy Skills | * Basic ICT Skills |
| **Personal Qualities** |  |
| * Demonstrable interpersonal skills. * Ability to work successfully in a team. * Confidentiality * Flexibility * Resilience * Patience * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | * Creativity |
| **Other Requirements** |  |
| * 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 |  |

**We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

This post is exempt from the Rehabilitation of Offenders Act 1974 and the appointment is subject to a satisfactory enhanced level disclosure and S128 clearance from the Disclosure & Barring Service (DBS).