



**SHAROW**  
CHURCH OF ENGLAND  
**SCHOOL**

**Higher Level / General Teaching Assistant**

**Recruitment Information Pack**

**NYES**



**Resourcing  
Solutions**

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*We make our promise, as God made his, and use the symbol of the rainbow to remind us;  
just like in the story of Noah's Ark in the Bible.*

*Genesis 9:17*

## Headteacher's Welcome

Dear applicant,

I am delighted you have shown an interest in our [wonderful school](#) near Ripon. We are a small but vibrant Church of England school situated in the beautiful village of Sharow and part of the Diocese of Leeds. I am proud to lead our community, where our vision is lived out through the values of community, courage, creativity, forgiveness, joy, love and respect.

We are looking to recruit people who appreciate the unique character of our church school and feel that it is a place where they can develop themselves and be at their best as well as embodying our values and ensuring all within our community flourishes. We believe that when we flourish, we:

- Are healthy in body and mind
- Have flair
- Have a love of learning
- Are resilient and possess self-belief
- Recognise our own successes
- Experience positive relationships
- Are inquisitive, active learners
- Have the confidence to shine and grow

As such, we take great pride in creating a nurturing, holistic approach to education. We know our staff and children very well and celebrate every child's achievement beyond the curriculum. Our staff are an inspirational, supportive and flexible team who are truly part of what makes our school unique. In their own words, here is what makes working here special:

Working as part of a close-knit team is just lovely. We bounce off each other, we get energy from each other, we support each other, and we even have time for a laugh.

The children are fabulous. They are never dull. We enjoy watching how they support each other, mature, and work hard to achieve things. The older children are brilliant with the younger ones and there really is a lovely family atmosphere.

This is an exciting time to join us as we forge our future with a newly structured team. You are strongly encouraged to arrange a visit to our lovely school to meet our community and see our learning environment. We hope you will take the time to apply to join our wonderful team.

We look forward to receiving your application.

*Jacqui Palmer*  
Executive Headteacher

## Application Process

The closing date for all applications is **9am, Monday 27<sup>th</sup> November 2023**

Interviews will be held on Thursday 30<sup>th</sup> November.

### [Apply Via the NYC Jobs Page](#)

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

Unfortunately, we do not accept CVs.

An email will be sent to shortlisted candidates with details of the interview process.

### Queries

For queries or to arrange a call or visit with the Executive Headteacher, please contact:

Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964 (Ext 6964)



## Job Descriptions

<b>POST:</b>	<b>General Teaching Assistant (GTA)</b>
<b>GRADE:</b>	Grade C
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>STAFF MANAGED:</b>	None
<b>POST REF:</b>	<b>JOB FAMILY:</b> 7
<b>JOB PURPOSE:</b>	To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
<b>JOB CONTEXT:</b>	<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>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre planned learning/behaviour activities as directed by the teacher</li> <li>• 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 in respect of groups and individual students</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Undertake break supervision as required</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> <li>• Communicate effectively with all pupils, families, carers and other agencies / professionals</li> </ul>



<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Share information confidentially about pupils with teachers and other professional as required</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work</li> <li>• Support the use of ICT and adhere to relevant policies</li> <li>• 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</li> <li>• Participate in appraisal, training and other learning activities</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• 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</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>
<b>Date of Issue:</b>	May 2023

<b>POST:</b>	<b>Higher Level Teaching Assistant (HLTA)</b>
<b>GRADE:</b>	Grade F
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>STAFF MANAGED:</b>	None
<b>POST REF:</b>	<b>JOB FAMILY:</b> 7
<b>JOB PURPOSE:</b>	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher.</p>
<b>JOB CONTEXT:</b>	<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>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour</li> <li>• Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs</li> <li>• Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, and work independently</li> <li>• Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence</li> <li>• Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes</li> <li>• Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison</li> <li>• Encourage and motivate pupils to promote independence and resilience and increase self-esteem</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.</li> <li>• Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils</li> <li>• Provide supervision during breaks as required</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links.</li> <li>• Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> </ul>
<b>Sharing Information</b>	<ul style="list-style-type: none"> <li>• Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence</li> <li>• 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</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> <li>• Share information about pupils with teachers and other professionals as required</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Assist pupils with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Organise and manage an appropriate learning environment and resources</li> <li>• Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements</li> <li>• Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning</li> <li>• Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls</li> <li>• Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations</li> <li>• Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor</li> <li>• Participate in training and appraisal</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>



	<ul style="list-style-type: none"> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement</li> <li>• Develop own and team members understanding of equality issues</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• 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 Council Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>
Date of Issue:	January 2015

## Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Good understanding of child/young people's development and learning processes</li> <li>• Understanding of individual children and young peoples' needs</li> <li>• An understanding that children/Young people have differing needs and knowledge of inclusive practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Behaviour Management techniques</li> <li>• Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Significant experience of working with children in an education setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering evidence-based interventions that accelerate learning</li> <li>• Experience in a relevant specialism e.g. Art/Music/Sport</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• 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</li> <li>• Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Level 2 numeracy &amp; literacy qualification or equivalent</li> <li>• HLTA status or QTS **</li> <li>• ** It is essential that Higher Level Teaching Assistants are assessed against and meet the HLTA standards, or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ level 4 or foundation degree</li> <li>• Appropriate first aid training (Dependent on the school's needs - insert as appropriate)</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>• Able to exercise judgement</li> <li>• Confidentiality</li> <li>• Flexibility</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 ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <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>	