



CANDIDATE INFORMATION BROCHURE

General Teaching Assistant



**Hackness and Wykeham Church of England
Schools' Federation**

'Living, learning and growing in God's World'





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Welcome from our Executive Headteacher

Welcome to Hackness and Wykeham Church of England Schools' Federation and our schools Hackness C of E School and Wykeham C of E School.

I am really proud to be the Headteacher of two delightful village schools that are unique and distinctive in their own right – but are very much one family.

The decision to federate Hackness and Wykeham has paid dividends, and allowed us to share resources, teaching, curriculum ideas and partnership working to benefit our children and the communities we serve.



Hackness is a small C of E Primary situated in the village of Hackness and in the North Yorkshire Moors. Wykeham School is situated in the village of Wykeham and only 6 miles outside Scarborough. Both schools have three mixed classes which makes our teaching and support staff roles in our childrens lives very special indeed.

Our very creative staff have a real love of teaching and we are looking for a future member of our team who can develop that sense of awe and wonder in children. The children at both schools are delightful, happy, confident and energetic. They are passionate about their learning, be it in the traditional classroom or through drama, music, dance and painting. We are looking for someone who can embrace these aspects of the curriculum as well as literacy and numeracy.

Teaching in a village school can of course be challenging at times particularly when you are teaching a mixed class. What you can expect to join is a teaching team that shares resources, planning and will support and encourage you at the times when you need it the most. Our teaching assistants and support staff play a huge part in our school – and will help you as you immerse yourself into being part of our school.

We are fortunate that we have two school environments that mix the traditional school village feel along with making sure we have a tailored curriculum that allows us to give our children the opportunities that they deserve.

We welcome visitors and hope that you will come and see for yourself what a happy place our federation is and what makes us the schools of choice in our local area.

Please contact Sarah Hunter, sarah.hunter@northyorks.gov.uk, 07816 251271 to arrange a visit – I look forward to meeting you.

Janet Spittal (Executive Headteacher)

Our vision and Federation values

Learning, living and growing in God's world

Our Core Christian Values:

- Courage
- Love
- Respect
- Friendship
- Joy

Our Vision

"Two unique schools, one federation family."

A loving, nurturing community, where everyone learns, lives and grows together with Christian values inspiring all that we do.

Our Guiding Scripture

"I have come that they may have life, and have it to the full." John 10:10

Our Aims

Our children to have a love of learning and knowledge, to live as resilient, happy and caring members of the federation and its wider community who are equipped to play a positive role in our world.



Our families are encouraged to contribute to the growth of their children, working in partnership with our whole federation family.

Our staff are passionate, inspiring and nurturing professionals, invested fully in the growth of the federation, who place the whole child at the heart of all that they do.

Our leaders and Governors embody and promote our core values, supporting and challenging to achieve the best outcomes for our children. They understand and value continuing professional development of all members of the federation community.

Application Process

The closing date for all applications is **9am, Tuesday 26th September.**

Interviews will be held shortly thereafter.

Completed applications must be returned to Sarah Hunter –
sarah.hunter@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please call Sarah Hunter on 07816 251271.

If you think you're the person for the job, please complete the enclosed application form with ideally a covering letter including your personal statement, no more than two sides of A4, 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

Visits are warmly welcome. Please contact Sarah Hunter on the contact details above.



Job Description

Job title: General Teaching Assistant

Salary: Band C Scale point 2- 4

Hours: 20 Hours per week, term-time only

Contract type: Permanent

Reporting to: Headteacher

Main purpose

The Teaching Assistant will be an enthusiastic and motivated team player, committed to high standards and expectations. Experience working within an EYFS or KS1 class, and a clear understanding of these curriculums will be distinctly advantageous. The successful candidate will have experience of supporting children with SEND and be able to manage behaviour effectively.

Duties and responsibilities

Teaching

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.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Other areas of responsibility

The Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge • Knowledge of a school environment • Knowledge of health & safety regulations & procedures • Knowledge of school procedures • How to manage pupil behaviour and expectations	• Experience and a clear understanding of the KS1 and EYFS curriculum
Experience • Experience in a similar role	
Qualifications • Good general level of education, Maths and English GCSE grades 9 to 4 • Relevant NVQ Level 2 qualification or equivalent	• Appropriate first aid training
Personal Qualities • Sense of humour • Resilience • Creative • Resilient • Flexible • Enthusiastic, motivated and committed • Highly personable	
Other Requirements • To be committed to the school's policies and Christian ethos • To be committed to Continual 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 • A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies • Enhanced DBS clearance required	

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 from the Disclosure & Barring Service (DBS).