



NORTON COLLEGE 11-19

Langton Road, Norton, Malton, North Yorkshire, YO17 9PT

Tel: 01653 693296,

E-mail: ls@nortoncollege.net

General Teaching Assistant required as soon as possible.

**Grade C, Scale Points 2 – 4, £18198 - £18933 per annum pro rata - £9.43 to £9.81 per hour.
31 Hours per week, term time only, fixed term initially.**

We are looking to appoint a dynamic person to support teaching and other classroom staff in assisting the delivery of the National Curriculum and other learning processes in direct contact with students staff.

The successful candidate will have experience of working with children in a learning environment and have good numeracy and literacy skills. Applicants should be motivated to work with children and young people and have a level of emotional resilience in working with challenging behaviours.

Norton College is a 'Good' and rapidly improving school, which was graded "Good" in October 2017 in all categories. The College has a clear vision for continued improvement which is centred around building self-belief in students and working hard with them.

Closing Date for Applications to be received: 9am Wednesday 28 September 2022.

The Job Description, Person Specification and application forms are available from the Norton College website at: www.nortoncollege.net Please return these to Ms Lynne Stokoe on the e-mail address above by the closing date highlighted.

Anticipated Interview Date: Week commencing Monday 03 October 2022

The College is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced Disclosure & Barring Service check.



NORTON COLLEGE

Beyond Expectations

Our Ref: TJ/LS

14 September 2022

Dear Applicant

GENERAL TEACHING ASSISTANT – REQUIRED AS SOON AS POSSIBLE

Thank you for your request for information and the interest you have shown in the post of General Teaching Assistant. I do hope that you will apply to join our College.

If you wish to apply for this post, please complete the application form. On page 4 of the form there is an opportunity for you to add information in support of your application. Please use this page to focus the experience you have that fits you for the post and your overall suitability, particularly the qualities mentioned on the enclosed person specification.

Interested candidates are positively encouraged to speak to the Deputy Headteacher, Caz Edwards. The College telephone number is 01653 693296 and the following information is enclosed for your information:

- Job Description;
- Person Specification;
- Advert.

The closing date for receipt of applications is 9.00 am on Wednesday 28 September 2022. We anticipate that interviews will be held during the week commencing Monday 3 October 2022, but this is subject to change. Shortlisted candidates will be contacted to confirm arrangements for the day.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure & Barring check.

Thank you for the interest you have shown in this post. I look forward to receiving your application in the near future.

Yours faithfully

Mr Tim Johnson
Headteacher

JOB DESCRIPTION

JOB TITLE: General Teaching Assistant

GRADE: Grade C, Scale Points 2 – 4, £18517 - £19264 pro-rata, (£9.60 to £9.99 per hour)

HOURS PER WEEK: 31 hours per week, term time only plus teacher training days

RESPONSIBLE TO: SEND Coordinator/Pastoral Director

RESPONSIBLE FOR: N/A

JOB PURPOSE: To support teaching and other staff in assisting the delivery of the National Curriculum and other learning processes in direct contact with students. The role involves working predominantly with an individual statemented student under the direction of the appropriate staff.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

1. Supporting the learning process by assisting in, and contributing to the differentiated planning, delivery and evaluation of lessons under the direction of appropriate staff;
2. To have knowledge of and ability to implement a wide range of intervention strategies that maximise individual pupil progress;
3. To have a working knowledge of ICT systems used in College with regards to communication, preparation of resources and the monitoring and tracking of student progress;
4. Providing, with appropriate guidance, educational, emotional and physical support for students;
5. Providing feedback as requested to appropriate staff to support the monitoring of individual pupil progress to inform future planning and interventions;
6. To interact appropriately with children in ways that support the educational and emotional development of individual children;
7. To establish constructive relationships with Parent/Carers and other agencies/professionals as directed by the SENCO/pupil needs Leader;
8. Working during the school lunchtime period to maintain good pupil behaviour so that pupils can enjoy a safe and orderly environment.
9. To support and assist in the development and implementation of appropriate behaviour management strategies for individual students as outlined in the school behaviour policy;
10. To be responsible for promoting and safeguarding the safety of all young people at Norton College by having a working knowledge of our Safeguarding policy;
11. To be aware of, and comply with policies and procedures regarding the sharing of information, Data protection and confidentiality;
12. To attend staff/team meetings and training days as directed by the Headteacher;

13. To attend other appropriate meetings linked to provision planning where necessary;
14. To participate in the school's appraisal process;
15. Be aware of and implement the health and safety policy and procedures.

PERSON SPECIFICATION - General Teaching Assistant

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training			
Minimum of 2 GCSE's at grades A-C or equivalent	X		2 & 5
Childcare Qualification at Level 2 (or equivalent)		X	2 & 5
First aid training		X	2 & 5
Experience			
Experience of working with pupils of a relevant age in a learning environment	X		2 & 4
Invigilating internal and external examinations		X	2 & 4
Managing student behaviour	X		2 & 4
Skills & Knowledge			
Demonstrable IT skills and ability to use them as part of the learning process	X		2, 3 & 4
Good numeracy / literacy skills	X		2 & 4
Good written and verbal communication skills able to communicate effectively with all children, young people, families and carers		X	2 & 4
Good understanding of child/young person's development and learning processes		X	2 & 4
Understanding of classroom roles and responsibilities		X	2 & 4
Working knowledge of relevant policies and legislation. E.g. child protection	X		2 & 4

Personal Qualities			
Ability to adapt to change and work successfully in a team	X		2 & 4
Willing to learn and develop new skills	X		2 & 4
Other Requirements			
To be committed to the school's policies and ethos	X		2 & 4
To be committed to Continuing Professional Development	X		2 & 4
Motivation to work with children and young people	X		2 & 4
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		2 & 4
Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline	X		2 & 4
Equal opportunities			
To assist in ensuring that ESLT's equalities policies are considered within the school's working practices in terms of both employment and service delivery.	X		2 & 4

Assessment:

1. Test prior to shortlisting (i.e. all applicants)
2. From application form
3. Test after shortlisting
4. Probing at interview
5. Documentary Evidence