

Dear Candidate,

Thank you for taking an interest in the role of General Teaching Assistant within our school.

You will join a happy and highly effective team based at our well known and respected village school situated in Kirkby Overblow which is an attractive village located 5 miles south of Harrogate and 12 miles north of Leeds. We are excited by the skills and experience that you can bring to the team and committed to providing you with the support you need to be effective in the role of GTA.

All Saints school is joined with the neighbouring school of North Rigton under the headship of Mrs Amber Andrews. Both schools are part of Yorkshire Causeway Schools Trust and maintain close relationships with parents and the local community.

The school is ecumenical in outlook and welcomes children from other Christian traditions. It serves the local community and aims to teach Christian values and standards of behaviour and to demonstrate these qualities in everyday life.

Our most recent Ofsted in November 2022 judged the school remained good and praised the 'real family feel' of the school.

In our SIAMS inspection in March 2018 the school was judged as outstanding.

Further information about the school can be found on our website [The Fellowship of All Saints, Kirkby Overblow and North Rigton \(ycst.co.uk\)](http://TheFellowshipofAllSaintsKirkbyOverblowandNorthRigton.ycst.co.uk). If you would like any additional information, then please contact us at admin@allsaints.ycst.co.uk and we will respond to your enquiry as soon as possible.

Please apply by emailing your completed application form with a covering letter detailing the particular skills you would bring to the role, to admin@allsaints.ycst.co.uk by 9.00am on Monday 21 April 2025. Interviews will take place on Thursday 1 May 2025.

I look forward to hearing from you.

Yours faithfully

Amber Andrews
Headteacher

General Teaching Assistant

Working Days: Monday to Friday

31.25 Hours per week

Grade CD, SCP 2-6: FTE £23,656 - £25,183 (Pro rata) (Pay award pending)

Permanent, Term time only

We are seeking to appoint an enthusiastic Teaching Assistant to join our team. This GTA role will work under the direction of the class teachers, to support and improve access to learning across all classes.

The successful candidate will be:

- Motivated, caring and able to use their initiative
- Committed to supporting a learning environment that promotes excellence and the individual learning needs of all pupils.
- Able to work well as part of a team
- Able to inspire and motivate children's learning

In return, we can offer:

- Enthusiastic, friendly children who are keen to learn
- A welcoming school where children are at the heart of what we do
- A committed and motivated staff team

The closing date for applications is 9.00am, Monday 21 April 2025. Interviews will be held on Thursday 1 May 2025.



ALL SAINTS
CHURCH OF ENGLAND SCHOOL
KIRKBY OVERBLOW

JOB DESCRIPTION

POST: General Teaching Assistant (GTA)	
GRADE: Grade C	
RESPONSIBLE TO: Assistant Headteacher	
STAFF MANAGED: None	
JOB PURPOSE:	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.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Support pre planned learning/behaviour activities as directed by the 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 in respect of groups and individual students • 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
Communication	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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





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<p>Safeguarding and Promoting the Welfare of Children/Young People</p>	<ul style="list-style-type: none"> • 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
<p>Administration/Other</p>	<ul style="list-style-type: none"> • 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
<p>Health & Safety</p>	<ul style="list-style-type: none"> • 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
<p>Data Protection</p>	<ul style="list-style-type: none"> • To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
<p>Equalities</p>	<ul style="list-style-type: none"> • 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
<p>Flexibility</p>	<ul style="list-style-type: none"> • Yorkshire Causeway Schools Trust 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 YCST Policies and Procedures.





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PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • An awareness of child/young person's development and learning • An understanding that children/Young people have differing needs 	<ul style="list-style-type: none"> • 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
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in a learning environment 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or relevant experience. 	<ul style="list-style-type: none"> • Relevant NVQ level 3 • Emotional Literacy Support Assistant Qualification • Appropriate first aid training
<p>Occupational Skills</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Basic ICT Skills
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
<p>Other Requirements</p> <ul style="list-style-type: none"> • 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 • Ability to use authority and maintaining discipline • An empathy for equality & diversity 	





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Recruitment Safeguarding Information

The Fellowship of All Saints and North Rigton CE Primary Schools and YCST takes safeguarding very seriously and are committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment.

Online searches on shortlisted candidates will be undertaken prior to interview.

Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service and comply with the Safeguarding Policy and Child Protection Practices of The Fellowship and YCST. Checks are also undertaken to verify identity, address, qualifications required for the post, right to work in the UK, previous employment history.

For further information please contact the school office at admin@allsaints.ycst.co.uk

Yorkshire Causeway Schools Trust

The Fellowship of All Saints and North Rigton CE Primary Schools are part of Yorkshire Causeway Schools Trust, a growing multi academy trust which is currently comprised of nine schools in the Harrogate and Skipton areas. The Trust employs over 600 members of staff who together work to ensure the best possible outcomes for the 3,800 pupils within our schools.

In addition to providing an education that is ambitious for all pupils, the Trust strives to be a good employer and prides itself on value and respect as the basis for all relationships.

Yorkshire Causeway Schools Trust 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 with the Trust. 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.

Yorkshire Causeway has a strong commitment to achieving equality of opportunity in its academies and in the employment of staff. The post holder will ensure that Yorkshire Causeway Schools Trust meets its statutory obligations in relation to all aspects of equality legislation.

