



**General Teaching Assistant
Applegarth Primary School**

Recruitment Information Pack



**Resourcing
Solutions**

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APPLEGARTH PRIMARY SCHOOL

Dear applicant,

On behalf of the children, staff and governors of the school, we would like to extend a warm welcome to you. Our school is situated in the market town of Northallerton; the local area has a rich historical heritage. This is a key aspect of our curriculum for which we have been awarded national accreditation as a Heritage School.

Since my appointment in September 2019, there has been significant change for improvement and you are joining us alongside a recently appointed Deputy Headteacher who has brought further strength and energy to the leadership team. We have a committed, long-standing and loyal staff along with a growing number of newly-appointed teachers and leaders, so it really is an exciting time to join our team.

Every Child a Reader

At Applegarth Primary School, we recognise the importance and value of reading; it is for this reason we have placed reading at the heart of our whole school curriculum. We are relentless in our efforts of ensuring that learning to read progresses to reading, effortlessly, to learn; this is why our approaches to phonics and early reading are the foundations for our children's learning, not just in English but across the whole curriculum and all learning opportunities.

Developing children who become lifelong readers and who choose reading for pleasure is essential. It is for this reason we have made significant changes to our reading environments, reading resources and provided a wide range of opportunities for children to participate in exciting virtual author events. To support reading across the curriculum, children have exposure to a wealth of high-quality texts, feeding their imagination, and igniting a love of reading and learning. Reading for pleasure begins in developing confident and competent readers, we place high value of teaching and learning opportunities which promote and develop both reading fluency and comprehension.

Technology

At Applegarth, we believe that the use of innovative technology has a significant impact on pupil outcomes. Our Computing Lead runs CPD for the Swaledale Alliance and has provided school-to-school support on ICT and computing. Pupils who attend Code Club use a vast array of technologies: Crumbles, Raspberry Pies, Microbits and a range of coding software. This entitlement is also built into our curriculum. A recent visitor to school described us as: "Preparing children for the future by combining new technologies with a real appreciation of nature".

Extra-Curricular Opportunities

We are passionate about engaging children in after school and sports activities both in school and within the local community. We work relentlessly to create opportunities for pupils

to start a love of sport and to nurture their talents in other areas. The children can attend a variety of school-organised clubs in sports and other areas. Over the course of this year, we have offered: Book Clubs, Arts and Crafts, Karate, Cricket, Code Club, Dance, Rugby, Football, Gymnastics, Military Kids Club, Archery and Crochet. Qualified coaches lead sports clubs on site. We take part in many inter-school sports competitions and ensure that a wide range of pupils have the opportunities to be involved whilst developing skills and expertise. We are proud of our four School Games Gold Awards; we are now focusing on achieving the Platinum Award.

Partnerships

Successful partnerships between the school, the parents and the pupils enable each pupil to take full advantage of all that our school has to offer. Our partnerships also extend to us working closely with other schools. We work collaboratively with local primary schools in The Beacon Partnership; this provides opportunities for schools to share resources, benefit from the growing strengths of each school, and provide shared events and experiences for children.

We are also a partner school in the wider Swaledale Alliance. All members benefit from collaborative support to improve learning outcomes for pupils and continued professional development (CPD) of educational debate and training beyond. We are also a Schools North East partner school which gives us access to high-quality networking and training opportunities at the regional level too.

Outdoor Learning

We value outdoor learning for all children and we maximise our school grounds and local area. Our grounds include a well-designed nature area, a pond, a bug hotel, hen coop, vegetable and fruit zones, a mud kitchen, climbing apparatus and a sports field. We have two members of staff with Level 3 Forest Schools accreditation and one with Level 2. Our Reception Class learn in the Wildlife Area on Forest Fridays and Wild Wednesdays.

Yours sincerely,

Mr. Justin Peoples
Headteacher

Rev. Claire Soderman
Chair of Governors

How to Apply:

Application Process

[Please apply online via NYC Jobs](#)

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

We do not accept CV's.

Please get in touch if you require the form to be sent in a different format.

Key Dates:

The closing date for all applications is **Sunday 15th October 2023 at 12:00 midnight.**

Shortlisting will take place on Friday 20th October 2023. 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.

An assessment event will be held **W/C Monday 23rd October 2023.**

Queries

Informal chats about the role are welcomed and encouraged. For queries or to arrange a call with our Headteacher, Mr Justin Peoples, please contact:

Sarah.Hunter@northyorks.gov.uk or on **07816 251271.**

We actively welcome you to contact us 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 in the area.

JOB DESCRIPTION

Job title: General Teaching Assistant

Grade: C

Hours: 30 hours per week (08:30-15:30 Mon-Fri, with 1 hour (unpaid) for lunch)

Contact type: Fixed Term

Reporting to: Headteacher / Deputy Headteacher / Early Years Lead/Teacher/Higher Level Teaching Assistant / SENCo / Inclusion Manager

Main Purpose

The teaching assistant will:

- Fulfil professional responsibilities of a teaching as set out in the job description and person specification
- Meet the expectations set out in the Professional Standards for Teaching Assistants

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.

Job Context

- Applegarth 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 employed 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 working with children.
- An ability to fulfil all spoke aspects of the role with confidence through the medium of English.

Accountabilities and Main Responsibilities

Supporting Learning and Development

- Support pre-planned learning/behaviour activities as directed by the teacher
- Use agreed, structured observations 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 education visits and out of school activities
- Under break supervision as required

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

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 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 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 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

Note: This job description may be amended at any time in consultation with the postholder. The job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as direct by the Headteacher or line manager.

PERSON SPECIFICATION

		Essential	Desirable
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 a learning environment	✓	
Qualifications	Relevant NVQ Level 2 qualification or equivalent	✓	
	Relevant NVQ Level 3		✓
	Appropriate first aid training (dependent on the school's needs)		✓
	Forest School Training		✓
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	Demonstrate interpersonal skills	✓	
	Ability to work successfully in a team	✓	
	Confidentiality	✓	
	Flexibility	✓	
	Creativity		✓
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 and diversity	✓	

Applegarth Primary School is committed to safeguarding children and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and will ensure that all recruitment and selection practices and procedures reflect this commitment. All successful candidates will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant employment checks including online searches.

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) and S128 clearance if applicable.