

Dear Applicant,

Thank you for showing an interest in joining our team here at Hope Sentamu Learning Trust.

We are a growing multi-academy trust for both primary and secondary schools along with Alternative Provisions. There are fifteen academies within the Trust, located within York, Hull and North Yorkshire. The Trust comprises six secondary, seven primary and two alternative provision academies.

Since the merger between Hope Learning Trust and the Sentamu Academy Trust, we continue to develop and grow so that everyone in our communities is given the opportunity to thrive. Schools across both the Trusts had previously been working together, so we already have a family of schools who share best practice. Each one of our schools has its own distinctive character, identity and strengths which it brings to the Trust so that we all benefit from each other. We have a very bright future ahead!

Our Vision

Our vision is really very simple. We aspire to provide a place where children and young people can thrive. The aspirations for our existing academies and those joining us are to establish environments where young people thrive. We want our schools to be places where children and young people thrive as active learners; compassionate, kind and creative individuals; caring and engaged citizens; and spiritual beings. We aim to grow together, to serve one another and nurture our children and young people.

In a world of turmoil we offer schools the opportunity to concentrate on teaching and learning, providing you with peace of mind as we look after everything else. Hope Sentamu Learning Trust presents opportunities and expectations that promote success.

As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels.

By working together we can ensure:

- all children and young people have a school in which to thrive as learners, as individuals, as citizens and as spiritual beings
- all staff and all governors are nurtured
- all children develop spiritually as well as academically
- no school is left behind regardless of its context and challenges, whether these are around size, rurality or levels of deprivation
- that all governance is highly effective in supporting and challenging the local schools
- a better use of resources by collectively sharing central services
- a provision of effective teachers and support staff, sometimes working across schools in new and imaginative ways
- access to training, support and external validation from a team of highly experienced educational consultants who will also support, question and challenge
- a link to a Teaching School to train the next generation of teachers and to support and develop others
- access to national resources such as capital grants through the EFA and other funding only being made available to MATs

Good luck with your application and I look forward to hearing from you.

Helen Winn
Chief Executive Officer



Graham School

Woodlands Drive, Scarborough YO12 6QW

I am delighted you are interested in joining the team at Graham School. We have a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the young people of Scarborough and the Yorkshire Coast.

Our motto is 'Grow, Learn and Achieve together' and our aim is that all our students thrive and make good academic progress whilst developing into resilient, confident and respectful young people

In March 2019 we joined the Trust along with our coastal secondary partner, George Pindar School. The Trust is a growing, successful Church of England multi-academy trust which was established to serve both church and community schools. We are committed to servant leadership in each of our schools and we are dedicated to the journey of growing together as a family of schools. We want all of our children to have a rich educational experience which will develop them as young people and allow them to flourish.

Graham School is a community in which our teaching and support staff are incredibly passionate about teamwork.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our organisation at all levels; you will never feel unsupported or alone in our Trust.

We all 'Grow at Graham' and all colleagues at all levels are working together to raise aspirations and support our students to make the progress they deserve. The school has a shared sense of purpose and a vision for success which inspires me on a daily basis. If you are appointed, you will join a truly committed body of professionals who really care about our young people.

We are really proud of our school and the progress we are making. Please take the time to come and visit is – we'd love to show you around.

Job Details

All posts at Graham School involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Principal as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Emma Robins
Principal



Job Title	General Teaching Assistant	Job Category	Support
Grade & Salary Range	Grade C, Scale Points 2-4, £10,376.33 to £10,795.42 Actual Salary Per Annum	Hours of Work	25 Hours per Week, Term Time Only
Location	Graham School	Travel Required	No
Position Type	Fixed Term until August 2022	Line Manager	SENCO
Date Posted	10th January 2022	Posting Expires	24th January 2022
Interviews to be held	January 2022	Start Date	February 2022

Application Process

Please complete the online application form to apply for this role. All candidates are advised to refer to the job description and person specification before making an application. You should use the information supplied with in the Job Description & Person Specification to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. Your application may be viewed in regard to some or all of the skill specific areas over the course of the selection process. Applications via agencies will not be considered.

Job Details

We are looking to appoint 2 General Teaching Assistant 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 with access to support and guidance as required.

This role will work within our alternative provision to complement the professional work of teachers by taking responsibility for individuals or small groups under an agreed system of supervision.

Salary shown above is pro rata, based on an Full Time Equivalent of £18,198.00 - £18,933.00 per annum.

Salary is dependent on current qualifications and experience, please see job descriptions for more information.

Hope Sentamu Learning Trust is committed to safeguarding and protecting our children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across the Trust. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.

School / Academy Contact	Leeanne Corcoran, PA to the Principal, l.corocan@gra.hlt.academy
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For any queries regarding the role, please contact the school directly or alternatively you can contact the Recruitment Team via recruitment@hslt.academy

Job Description

Job Title	General Teaching Assistant (GTA)
Grade	C
Responsible To	Headteacher / Principal / Senior Advanced Teaching Assistant / Higher Level Teaching Assistant / SENCO / Inclusion Manager
Staff Managed	None
Job Family	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 with access to support and guidance as required.
Job Context	Works within the classroom or appropriate area of the school site to complement the professional work of teachers by taking responsibility for individuals or small groups under an agreed system of supervision.
Accountabilities / Main Responsibilities	
Operational Issues	<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
Communications	<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
Partnership or Corporate Working	<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
Safeguarding	<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 (<i>Upon agreement with postholder</i>) • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Planning and Organising	<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

Data Protection	<ul style="list-style-type: none"> To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<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. To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> 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 Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> The Trust 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 Trust 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. Understand your own role and its limits, and the importance of providing care or support.

Person Specification

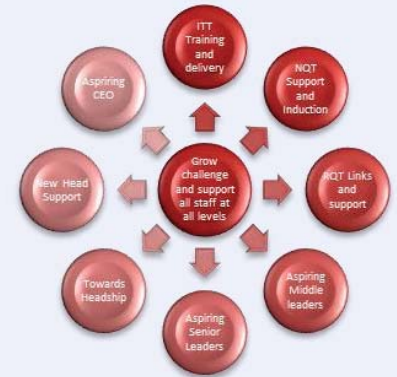
Job Title	General Teaching Assistant (GTA)	
Grade	C	
Responsible To	Headteacher / Principal / Senior Advanced Teaching Assistant / Higher Level Teaching Assistant / SENCO / Inclusion Manager	
Staff Managed	None	
Job Family	Teaching Assistants	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<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
Experience		
<ul style="list-style-type: none"> • Experience appropriate to working with children in a learning environment 		
Occupational Skills		
<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 • Demonstrable interpersonal skills. 		
Qualifications		
<ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent 		<ul style="list-style-type: none"> • Relevant NVQ level 3 • Appropriate first aid training (<i>Dependent on the schools needs</i>)
Other Requirements		
<ul style="list-style-type: none"> • Enhanced DBS Clearance • Ability to work successfully in a team. • Confidentiality • Flexibility • 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 & diversity 		<ul style="list-style-type: none"> • Creativity

Benefits of working at Hope Sentamu Learning Trust

Continuing Professional Development (CPD)

Hope Sentamu Learning Trust is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From ECT through to CEO, the Trust has links with various training providers, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of the Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Hope Sentamu Learning Trust also pays into the scheme on your behalf.

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via **cyclescheme**. You purchase the bike you want via the scheme and Hope Sentamu Learning Trust pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the **cyclescheme** are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk



Employee Assistance Programme (EAP)

A 24 hour helpline from Health Assured to support you through any of life's issues or problems.

- Stress and Anxiety
- Debt
- Work
- Lifestyle Addictions
- Relationships
- Legal

Our Family

As a Trust, we believe in growing together as a family. Underpinned by our values of Respect, Teamwork and Kindness, our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence through true collaboration.

Our Vision

Life in all its fullness – a place to thrive

Our ambition as an Academy Trust is that all our learner's experience "Life in all its fullness" and that we provide "a place to thrive".

We are committed to establishing respectful communities, with a culture of thankfulness and appreciation, where we celebrate diversity. We are a fully inclusive Academy Trust, which includes both community schools and Church of England schools.

We strive to deliver a broad and balanced curriculum which develops our pupils academically, practically, socially and spiritually, leading to educational progress.

As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels. We invest in providing strong, sustainable and ethical leadership at all levels of the organisation.

Our Values

Kindness - Respect - Teamwork