



# **RISEDALE**

## **SCHOOL**

A family of learners

# **RECRUITMENT PACK**

October 2021

Dear Candidate

## **SUBJECT: Recruitment Pack – General Teaching Assistant**

Thank you for your interest in the post of General Teaching Assistant at Risedale School. I hope you find the information you require within this Recruitment Pack.

Risedale is a small but growing school with a fantastic team of staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, nurtured, challenged and ultimately leaves ready for an exciting and positive future. We are at an exciting point in our journey. Outcomes are rising, attendance is above the national recommendation and we are absolutely committed to no young person being left behind; the school is passionate about ensuring that the curriculum is bespoke for each child and that teachers provide a family through our tutor group system.

Further, from September 2021 the school was renamed “Risedale School” and has a fresh new look with a new logo and new website.

We are looking for two General Teaching Assistants to join our expanding team and work with our teaching staff to help provide support for our pupils and positively impact their progress and attainment. This will also include supporting the learning needs of one pupil who has complex special needs. For further information, please contact the school and ask to speak to the SENCO or Assistant SENCO.

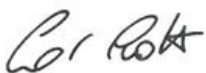
If you decide to apply, please do so using the Risedale Job Application Form utilising the ‘Supporting evidence and Further Information’ sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Colin Scott, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Sunday 14<sup>th</sup> November 2021. Please mark your envelope ‘GTA’ in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for interview.

I look forward to hearing from you.

Yours sincerely



**Colin D Scott** Headteacher



## JOB INFORMATION

<b>Job Title</b>	General Teaching Assistant
<b>Salary / Grade</b>	Pay Grade C plus SEN - £19,522.00 to £20,257.00 full time equivalent (p.a.) / £16,698.90 to £17,327.62 Pro Rata Salary
<b>Hours</b>	37 hours per week, term time only plus training days
<b>Contract Type / Term</b>	Permanent
<b>Job to Start</b>	As soon as possible
<b>Closing Date</b>	23:59 Sunday 14 <sup>th</sup> November 2021
<b>Interview Date</b>	Tuesday 23 <sup>rd</sup> November 2021

Are you an aspiring teaching assistant looking for experience in secondary education? Then Risedale School could have the perfect opportunity for you.

We are looking for two General Teaching Assistants to join our expanding team and work with our teaching staff to help provide support for our pupils and positively impact their progress and attainment. This will also include supporting the learning needs of one pupil who has complex special needs. For further information, please contact the school and ask to speak to the SENCO or Assistant SENCO.

The successful candidate will have experience of working with children and young people in a learning environment and a passion for education, be flexible, resourceful and have a positive outlook.

Completed application forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Colin Scott, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals or CVs from supply or employment agencies for this post.

Closing date: 23:59pm Sunday 14<sup>th</sup> November 2021

Interview date: Tuesday 23<sup>rd</sup> November 2021

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.



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## JOB DESCRIPTION

<b>JOB TITLE:</b>	General Teaching Assistant (GTA)
<b>GRADE:</b>	Pay Grade C plus SEN
<b>CONTRACT TERM:</b>	37 hours per week, term time only plus training days - Permanent
<b>RESPONSIBLE TO:</b>	Senior Teacher, SENCO
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	To work with teachers to support teaching and learning by working with small groups of pupils or one pupil with complex learning needs under the direction of teaching staff and the SENCO, 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.
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>SUPPORTING LEARNING &amp; DEVELOPMENT</b>	<p>Support pre planned learning/behaviour activities as directed by the teacher</p> <p>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 group and individual pupils</p> <p>Interact with all pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</p> <p>Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</p> <p>Support pupils with their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</p> <p>Assist in escorting and supervising the pupil(s) on educational visits and out of school activities</p> <p>Undertake break supervision with the pupil(s), as required</p> <p>To work with a wider group of pupils when requested, especially if 1:1 pupil is absent from school.</p>
<b>COMMUNICATIONS</b>	<p>Under the general direction of the teacher, participate in establishing and maintaining effective relationships with the pupil, parents and with other agencies/professionals</p> <p>Communicate effectively with all pupils, families, carers and other agencies / professionals</p>

<b>SHARING INFORMATION</b>	<p>Share information confidentially about the pupil with teachers and other professional as required</p> <p>Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</p> <p>Participate in staff meetings</p>
<b>SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN/YOUNG PEOPLE</b>	<p>Carry out tasks associated with the pupil's personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</p> <p>Be responsible for promoting and safeguarding the welfare of the pupil(s) in line with policy and legislation, raising concerns as appropriate</p>
<b>ADMINISTRATION/OTHER</b>	<p>Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying the pupil(s) work</p> <p>Support the use of ICT and adhere to relevant policies</p> <p>Supervise and provide access arrangements for the pupil sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations</p> <p>Participate in appraisal, training and other learning activities</p>
<b>HEALTH AND SAFETY</b>	<p>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.</p> <p>To work with colleagues and others to maintain health, safety and welfare within the working environment.</p>
<b>DATA PROTECTION</b>	<p>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>
<b>EQUALITIES</b>	<p>Promote inclusion and acceptance of all pupils</p> <p>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>
<b>FLEXIBILITY</b>	<p>North Yorkshire County Council 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 County Council Policies and Procedures.</p>

<b>CUSTOMER SERVICE</b>	<p>The County 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.</p> <p>The County 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.</p>
<b>DATE OF ISSUE:</b>	September 2021

## PERSON SPECIFICATION

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT
<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>An awareness of child/young person's development and learning</li> <li>An understanding that children/young people have differing needs</li> </ul>	<ul style="list-style-type: none"> <li>Good understanding of child development and learning processes</li> <li>Knowledge of Behaviour management techniques</li> <li>Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>Knowledge of inclusive practice</li> </ul>
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Experience appropriate to working with children in an learning environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people with young people with complex needs.</li> </ul>
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>Relevant NVQ Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Relevant NVQ level 3</li> <li>Appropriate first aid training</li> </ul>
<b>OCCUPATIONAL SKILLS</b> <ul style="list-style-type: none"> <li>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</li> <li>Good reading, writing and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Basic ICT skills</li> </ul>
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>Demonstrable interpersonal skills</li> <li>Ability to work successfully in a team</li> <li>Confidentiality</li> <li>Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Creativity</li> </ul>
<b>OTHER REQUIREMENTS</b> <ul style="list-style-type: none"> <li>Enhanced DBS Clearance</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to Continuing Professional Development</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes</li> <li>Ability to use authority and maintaining discipline</li> <li>An empathy for equality &amp; diversity</li> <li>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	



<b>BEHAVIOURS</b>	<ul style="list-style-type: none"><li>• <a href="#">Link</a></li></ul>
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You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.



## Our Mission Statement:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## Our Aims:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape the curriculum to discover, explore and build aspiration



## ABOUT US: Risedale School

Risedale School is a smaller than the average sized secondary school and currently has over 560 pupils aged 11-16 years. It enjoys an enviable and growing reputation in its local community. It is expected to expand to between 600 and 800 pupils over the next decade as the population of Catterick Garrison increases and becomes a 'Super Garrison'. Links with the Armed Forces are strong. The school has one of the largest proportions of service children (over 52%) of any secondary school in the UK. This military connection is an essential part of the school's distinctive character.



Risedale was inspected by Ofsted in November 2019 and the glowing report which followed saw the school being judged as 'Good' in all four areas of appraisal which includes; The Quality of Education; Behaviour and Attitudes; Personal Development; Leadership and Management.

Inspectors described how, *"Pupils enjoy coming to Risedale School because it is a caring community"*. The school's Senior Leadership Team has, *"thought hard about how they can help pupils achieve well and enjoy learning."*

The report praised our improvements since the last inspection, the quality of our teaching, the behaviour of our pupils and the leadership and management of the school. The findings are a true testament to the hard work and commitment of all pupils and staff and the continued support of our parents and carers. Justifiably proud of this accomplishment, school staff are by no means complacent and know there is more work to be done and are enjoying the challenge.

## OUR LOCAL AREA: Catterick Garrison

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities prompted by the planned expansion to the Garrison over the forthcoming years. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, cinema, a leisure centre and library. Risedale is just a 5 minute drive from the A1(M) providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M). For more information about living and teaching in North Yorkshire please visit [www.inspireleadteach.co.uk](http://www.inspireleadteach.co.uk)



## CHILD PROTECTION



### INFORMATION / INSTRUCTIONS FOR APPLICANT

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority's and School's Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.