



ALL SAINTS

CHURCH OF ENGLAND SCHOOL

KIRKBY OVERBLOW

SCHOOL INFORMATION

All Saints School is situated in Kirkby Overblow which is an attractive village 5 miles south of Harrogate and 12 miles north of Leeds.

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 September 2017 judged the school as good overall with the behaviour and safety of pupils ranked as outstanding. In our SIAMS inspection in March 2018 the school was judged as outstanding.

We are seeking to appoint a motivated and enthusiastic General Teaching Assistant (SEN) to support a child with medical needs in our Reception/KS1 class

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
- Be able to provide a positive, safe and happy atmosphere.

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

Hours of work are :

Thursdays and Fridays 9-1pm

8hrs Per Week Term time only

NJC Support Grade C - band points 2 to 4. £9.79 - £10.19 per hour plus SEN allowance

Closing Date for Applications: Friday 8th July

Interviews will take place: Week Commencing Monday 11th July





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JOB DESCRIPTION

POST: General Teaching Assistant (GTA)	
GRADE: Grade C	
RESPONSIBLE TO: Base Leader	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 4
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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Safeguarding and Promoting the Welfare of Children/Young People	<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
Administration/Other	<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
Health & 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 • Work with colleagues and others to maintain health, safety and welfare within the working environment
Data Protection	<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
Equalities	<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
Flexibility	<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.

PERSON SPECIFICATION





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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 an learning environment 	
<p>Qualifications</p> <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 (Dependent on the schools needs - insert as appropriate)
<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 	





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| <ul style="list-style-type: none">• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• An empathy for equality & diversity• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | |
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Main Street, Kirkby Overblow, Harrogate, North Yorkshire HG3 1HD
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Our school is part of the Fellowship of All Saints Kirkby Overblow & North Rigton CE Primary Schools and is one of eight schools that make up Yorkshire Causeway School Trust

