



**General Teaching Assistant – Year 2  
(An understanding of Phonics Desirable)  
Hunmanby Primary School**

**Recruitment Information Pack**



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## **Hunmanby Primary School**

Hunmanby Primary School is situated at the edge of the North Yorkshire Moors and approximately 3 miles from the coastal town of Filey and is set in extensive grounds comprising two playgrounds surrounded by large playing/sports fields. The modern buildings are light, spacious and in good repair.

In November 2018 the school was inspected and judged to be a 'good school' by Ofsted. A copy of the report can be obtained from the website [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

There are currently 233 pupils on roll age 2 to 11 years.

The school consists of 9 well-resourced classrooms; including our 2 Yr Old Provision and Early years/Foundation stage unit, a library/resource area and 3 learning support rooms, (one including a curriculum cookery area). There are various cloakrooms and reading areas, a large hall, kitchen, staffroom and 3 administrative offices.

### **School Organisation**

The EYFS Unit provides care and education for two year olds in our Bumblebees room in the mornings (this includes 2 yr old funding for eligible parents).

Our Butterflies Nursery offers upto 30 hours a week early education for three and four year olds (this includes the 30 hr a week extended entitlement offer for eligible parents).

Our Ladybirds Reception Class provides full time education for four to five year olds.

The school also provides wrap around care in the form of a Breakfast Club and After School Club (Hunmanbee Hive)

Classes are organised into single year groups in KS1 and KS2. At the end of Year 6, the majority of pupils transfer to either Filey School or Norton College. Close links are established with local schools.

The school enjoys the strong support of its Governing Body and an active Parents Association. There is good voluntary support from parents for classroom activities, social and fund raising events plus strong links with the local community and Churches. A number of parents help regularly in school.

## **School Ethos**

The school is fully inclusive and we value every child as an individual. We consider that Early Years and Primary education are of paramount importance as they lay the foundation for values and attitudes that may be retained for a whole lifetime. For many children the school may be the first and foremost influence in their lives outside the home, and it is important that the school works in partnership with the family as closely as possible alongside other agencies.

To prepare the children for a future life as useful, caring and responsible adults we endeavour to give them the opportunity to develop the social and moral values, skills and attitudes that are acceptable in our society today. The school is committed to high standards of behaviour and social responsibility and has well developed behaviour policies and routines. We use SEAL interventions in school to support children's social and emotional wellbeing. We offer a broad and balanced creative curriculum which runs on a 1 year cycle which is supported by a robust monitoring assessment system which allows us to track children carefully throughout the year. Our school believes in our 3 Pillars of Excellence which consists of the curriculum, books and the learning environment, that contribute positively to the learning, motivation, attitudes and behaviour of our pupils, as well as celebrating and promoting our school.

We are a Forest School and have a dedicated area. Our outdoor facilities have been developed and extended over the last few years providing a range of opportunities for all children and also include an extended outdoor area for EYFS, a wildlife garden and pond, allotment, wild flower river, outdoor classroom, fruit orchard and willow dome. We also actively grow our own produce in our vegetable garden and huge polytunnel.

The school has a range of after school clubs which include gardening, cookery, ICT, art, book and choir as well as a broad range of sporting activities.

## **Application Process**

The closing date for all applications is **9am, Thursday 8<sup>th</sup> December, 2022**

Shortlisting will take place on Friday 9<sup>th</sup> and interviews will be held on the week commencing Monday 12<sup>th</sup> December.

**Completed applications must be returned to [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)**

**If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.**

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.

### **Queries**

**Please contact Chloe Bullen, Resourcing Officer – Education, for more information.  
[Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk)  
01609 536 964 (Ext 6964)**

Informal chats with our Headteachers are welcomed. Please contact Chloe Bullen to organise.

We actively welcome you to contact Chloe Bullen at North Yorkshire County Council 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 on the coast.

### Job Description

<b>POST:</b>	<b>General Teaching Assistant (GTA)</b>
<b>GRADE:</b>	Grade C
<b>RESPONSIBLE TO:</b>	Head Teacher (or other designated member of staff)
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	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.
<b>JOB CONTEXT:</b>	<p>This school 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 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 work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre planned learning/behaviour activities as directed by the teacher</li> <li>• 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</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Undertake break supervision as required</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> </ul>

	<ul style="list-style-type: none"> <li>Communicate effectively with all pupils, families, carers and other agencies / professionals</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>Share information confidentially about pupils with teachers and other professional as required</li> <li>Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>Participate in staff meetings</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</li> <li>Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work</li> <li>Support the use of ICT and adhere to relevant policies</li> <li>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</li> <li>Participate in appraisal, training and other learning activities</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>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</li> <li>Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>Promote inclusion and acceptance of all pupils</li> <li>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</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>
<b>Date of Issue:</b>	Nov 2022

### 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> <li>• An understanding of Phonics</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children in an learning environment</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 (Dependent on the school's needs - insert as appropriate)</li> <li>•</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> <li>•</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> </ul>	



<ul style="list-style-type: none"> <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>Communication</b>	<ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships and communicate effectively with children, young people, their families and carers</li> <li>• Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies</li> </ul>
<b>Sharing Information</b>	<ul style="list-style-type: none"> <li>• Share information about pupils with teachers and other professionals as required</li> <li>• Provide objective accurate feedback and reports as required on pupil development, progress and attainment, supported with relevant evidence</li> <li>• Participate in meetings with staff, external agencies and parents, regarding pupils, under the supervision of the teacher</li> <li>• Liaise between managers/teaching staff and teaching assistants in the school/college</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> <li>• </li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Assist with pupils' personal, hygiene (including personal intimate care), and welfare, including physical and medical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, reporting concerns as appropriate.</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Organise and manage appropriate learning environment and resources</li> <li>• Support the use of ICT to advance pupils' learning, use common ICT tools for own and pupils' learning</li> <li>• Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements</li> <li>• Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, presentation of displays, making phone calls, reporting on attendance, exclusions etc.</li> <li>• Assist in the supervision, recruitment/ induction/ appraisal/ training/ mentoring of other support staff working across the school, where appropriate, sharing good practice</li> </ul>

	<ul style="list-style-type: none"> <li>• Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor</li> <li>• Supervise and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations</li> <li>• Participate in appraisal, training and other learning activities</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement</li> <li>• Develop own and team members understanding of equality issues</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
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