



Seek to Learn



Teaching Assistants (Required for October 2021)

Fixed term initially until 31/08/22

Recruitment Information Pack

Northstead Community Primary School

Maple Drive, Scarborough, YO12 6LP



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Dear applicant,

Allow me to extend a warm welcome from the children, staff and Governors at Northstead Community Primary School.

I was delighted to be appointed Headteacher in September 2017 and while any Head will say their school is special – I truly believe Northstead is.

We are a large three form entry primary school and over the last five years we have built on our 'good' Ofsted inspection in 2016 and become a school where every child's needs are met.

For any new teacher or support professional joining us you will be given the tools, support, and encouragement to thrive in our inclusive school. With 632 children on roll we believe in distributed leadership and an exciting curriculum that helps creates that sense of awe and excitement in our children – I still enjoy every day seeing the children running to school excited for the school day.

Our pastoral approach is highly regarded amongst our schools and our community who see that it is our belief that every child is special – and it is our job to bring their talents to the fore!

I hope you can see that this is an excellent time to join Northstead. If successful you will join a staff team of wonderful professionals who have ambition for our children and for themselves. I take pride in ensuring colleagues receive opportunities to develop their skills and experiences – and we have an enviable reputation for delivering high quality professional development.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application.

Jim Lidgley (Headteacher)

Welcome to Northstead Community Primary

MISSION STATEMENT

To be the best that we can be.

Our Ethos

The Northstead Community of staff, pupils and their families are committed to providing a nurturing and inspiring environment where everyone is safe, respected, supported and challenged.

Our Aims

We aim to;

- Treat everyone with respect,
- Build strong partnerships with parents and carers,
- Provide a welcoming, safe and stimulating school,
- Recognise and celebrate success in all aspects of school life,
- Develop individuals socially, emotionally, mentally and physically,
- Foster a caring attitude towards our world,
- Encourage and celebrate creativity,
- Create a school where everyone is happy, resilient, self-confident and encouraged to be, **'The best that they can be'**.



Our School Values

N - Never giving up

O - Opportunities for all

R - Respect self, others and the environment

T - Team work

H - High quality teaching and learning

S - Sharing and celebrating

T - Trying our best

E - Enthusiasm, excellence and enjoyment

A - Achievement

D - Developing independence



Application Process

Closing date for applications is Friday 24th September at 9am

Shortlisting date: Monday 27th September (shortlisted candidates informed)

Interviews will be held Thursday 30th September

Completed applications must be returned to James Annetts at
james.annetts@northyorks.gov.uk

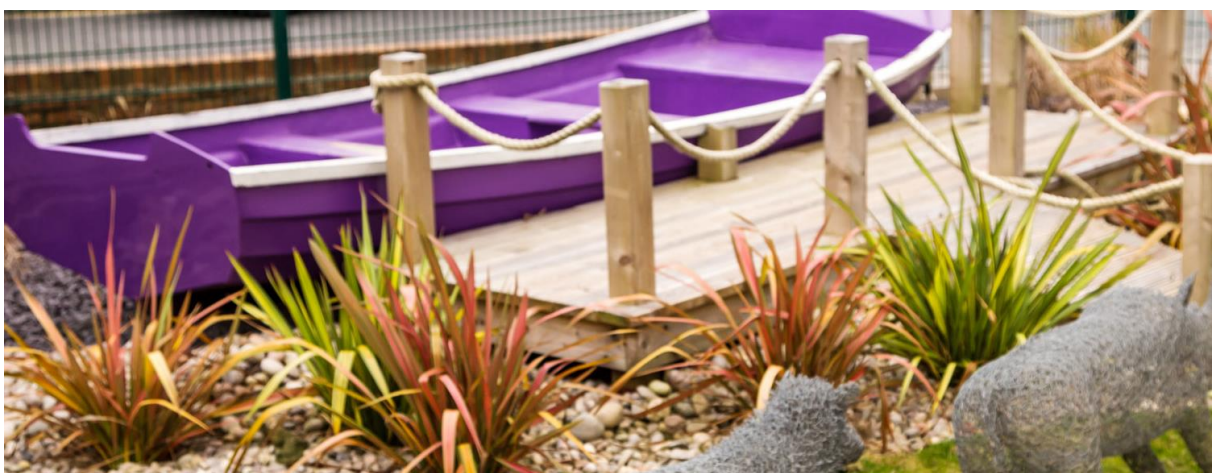
If you do not receive confirmation of receipt of your application within one working day please call James on 01609 534939.

If you think you are the person for the job, please complete the NYCC application form with your supporting statement, 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

We actively welcome you to contact James 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

POST:	General Teaching Assistant (GTA)
GRADE:	Grade C (SCP 2-4)
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
POST REF:	
JOB PURPOSE:	<p>To work, under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process. The post holder will work in classes, or other appropriate locations with access to support and guidance, supervising groups and /or individual pupils.</p> <p>To assist in the induction and development of classroom support staff as required.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none">• Support pre planned learning/behaviour activities as directed by the class 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 for children.• 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

	<ul style="list-style-type: none"> To encourage pupils to interact with others and engage in activities led by the teacher
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
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 To contribute to the overall ethos/work/aims of the school
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

	<ul style="list-style-type: none"> • 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
Customer Service	<ul style="list-style-type: none"> • <u>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</u> • 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

Person Specification

Essential upon appointment	Desirable on appointment (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 an learning environment 	
Qualifications <ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent • GCSE Grade C or above in Maths and English (or equivalent) 	<ul style="list-style-type: none"> • Relevant NVQ level 3
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 	<ul style="list-style-type: none"> • Basic ICT Skills
Personal Qualities <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

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Resilience • Patience • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 	
Other Requirements <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 • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality & diversity 	

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the appointment is subject to a satisfactory enhanced level disclosure and S128 clearance from the Disclosure & Barring Service (DBS).