



**Advanced Teaching Assistant
(30 hours per week) in an EYFS/KS1 class**

Oakridge Community Primary School

Recruitment Information Pack



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About the School & Welcome from the Headteacher

Thank you for taking an interest in our school and in what we have to offer both as a school and as part of the Yorkshire Endeavour Academy Trust.

Oakridge Community Primary School is hidden away in the picturesque village of Hinderwell located between the North Yorkshire Moors and the North Sea coast. We are fortunate to have plenty of space both indoors and out.

We are a Primary School, including a nursery and cater for children between the ages of 3 and 11. The children are organised into two classes: Dolphin Class for KS2 pupils and Seahorse Class for EYFS and KS1 pupils.

Our new staff team are on a shared journey of excellence as we strive to provide a rich and exciting curriculum in a safe and nurturing environment. We are taking our first steps into our "Garden School" curriculum, have purchased an iPad for every child and are working towards a Nurture UK award.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities. We have the most incredible PTFA whose fundraising brings so much enrichment including our newly renovated pond.

We are very keen to spend time developing our staff and this role could be suitable for someone who wanted to work towards an HLTA qualification.

I would welcome the opportunity to give you a tour of the school and introduce you to some of our amazing young people.

Best wishes,
Ben Russell - Headteacher

Our Pledges:

During their time at Oakridge, children will:

- Meet someone who inspires them.
- Reach for the stars.
- Visit a city.
- Meet people from different communities.
- Have regular outdoor learning experiences.
- Be active learners in the local community.
- Go on an overnight adventure.
- Take part in a wide range of sports.
- Develop a love of reading.
- Learn to grow and cook their own food.
- Take part in a charitable event.
- Improve their local environment or community.

Yorkshire Endeavour Academy Trust

Our Vision and Values

Vision

- **Ethical** action for a world class education.
- **Nurturing** relationships at the heart of our communities.
- **Brave** leadership in a changing landscape.

Values

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

Application Process

The closing date for all applications is **9am Monday 6th February 2023**.

Interviews will be held on Thursday 9th February 2023.

Completed applications must be returned to:

NYES.Resourcing@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please Sarah Hunter - Resourcing Partner on 07816 251 271

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

Visits to our school are welcomed. Please contact **Chloe Bullen** at **Chloe.Bullen@northyorks.gov.uk** or on **01609 536 964 (Ext 6964)** 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

POST:	Advanced Teaching Assistant (ATA)
GRADE:	Grade D SCP 4 – 6
RESPONSIBLE TO:	Head Teacher
RESPONSIBLE FOR:	None
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"> • Assist in the planning and evaluation of learning activities with the teacher. Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of allocated pupils • With the class/subject teacher, plan and deliver small group interventions, with clear objectives and appropriate learning outcomes • Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment made by the teacher and other professionals • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning • Support and assist in the development and implementation of appropriate behaviour management strategies • Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class/subject teacher • Support pupils in their social and emotional wellbeing in implementing relevant social, health, and physical

	<p>programmes, including for those with health, social and physical needs</p> <ul style="list-style-type: none"> • Escort and supervise pupils on educational visits and out of school activities under the supervision of a teacher • Undertake break supervision as required
Communication	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals • Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies
Sharing Information	<ul style="list-style-type: none"> • Assess, record and report on pupils' attainment and progress within assessment and reporting processes • Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters • Assist in the induction and development of classroom support staff, cascading information and good practice • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings • Share information confidentially about pupils with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence [As required – training will be given if appropriate]. • 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"> • Assist the teacher and work as directed in preparation of the classroom and resources for planned work to take place • Undertake routine clerical duties as required • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations

	<ul style="list-style-type: none"> • Participate in appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none"> • To comply with Yorkshire Endeavour Academy Trust policies and supporting documentation in relation to Information Governance, including 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 • Work with colleagues and others to maintain health, safety and welfare within the working environment
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 individuals with respect for their diversity, culture and values
Flexibility	<ul style="list-style-type: none"> • Yorkshire Endeavour Academy 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 Yorkshire Endeavour Academy Trust Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • Yorkshire Endeavour Academy 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 • Yorkshire Endeavour Academy 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

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"> • Good understanding of child/ young people's development and learning processes • Understanding of individual children and young people's needs • An understanding that children/young people have differing needs and knowledge of inclusive practice 	<ul style="list-style-type: none"> • Knowledge of behaviour management techniques • Knowledge of Child Protection policies & Procedures • Knowledge of Health & Safety legislation • Knowledge of Nurturing principles and practice
Experience <ul style="list-style-type: none"> • Appropriate experience working with children in an education setting 	<ul style="list-style-type: none"> • Experience of teaching phonics • Experience in other relevant skills e.g. art/music/sport • Experience of delivering evidence-based interventions that accelerate learning
Personal Qualities <ul style="list-style-type: none"> • Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise judgement • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity • Enthusiasm •
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 • Behaviour management • Good reading, writing and numeracy skills 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe
Qualifications <ul style="list-style-type: none"> • Relevant NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training
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 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • 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 maintain discipline • An empathy for equality & diversity • The ability to converse and provide advice in accurate spoken English is essential for the post 	

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.