



**MIDDAY SUPERVISORY ASSISTANT**  
**Airy Hill Primary School**  
**6 HOURS PER WEEK, TERM-TIME ONLY**

**Required to start ASAP**  
**Recruitment Information Pack**  
Yorkshire Endeavour Academy Trust  
Waterstead Lane, Whitby, YO21 1PZ  
[www.yeat.co.uk](http://www.yeat.co.uk)

## Contents

|  |       |
|--|-------|
| Welcome from the Headteacher             | 3     |
| Airy Hill Values                         | 4     |
| Our vision and values                    | 5     |
| YEAT Schools                             | 6 - 8 |
| Inspire by Teaching: Yorkshire Coast     | 9     |
| Application process                      | 10    |
| Job Description and Person Specification | 11-   |

## **Welcome from the Headteacher**

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for a position at Airy Hill Primary School.

Please arrange to visit us, if possible, during the school day so that you can see our wonderful school in action!

Our school is at an exciting phase of development. You will be joining an outstanding, extremely friendly and supportive team, who are driven to ensure that our pupils achieve the highest possible standards. As a school, we all work together. The ability to collaborate and be open to personal and professional development is essential. If you are ambitious in your career, self-motivated and want to be the best that you can be, we would encourage you to apply.

We are very proud of our school, and we all buy in to the Airy Hill motto of, 'Dream, Believe, Aspire and Achieve.'

During the application/selection process if you require special arrangements at any of the recruitment stages, please do not hesitate to contact the school.

Please ensure that you read all of the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents, as the application form is the only document we consider.

If this fantastic opportunity excites you, I look forward to your application. Please do not hesitate to contact me for further information.

Sam Butters,  
**Headteacher**

### Dream, Believe, Aspire, Achieve

Airy Hill Primary School's vision is to develop enthusiastic and ambitious citizens of the future equipped with the knowledge, skills and understanding to achieve their true potential.

**A**mbitious teaching and learning is delivered to ensure that every child meets their true potential.

**I**ndependent learning skills are developed and promoted throughout the school.

**R**eadng is at the centre of all learning at school and at home.

**Y**oung children are developed into positive, conscientious citizens with thoughtful behaviour and attitudes.

**H**ave a zero-tolerance approach to poor school attendance.

**I**nvolve the community in extending a broad and balanced curriculum that excites children.

**L**ink the skills of fluency, reasoning and problem solving to create efficient mathematicians.

**L**et children experience success and failure to create resilient individuals.

## 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.

## **Schools in Yorkshire Endeavour Academy Trust**

### **Airy Hill Primary School**

Pupils succeed and flourish at our school. They achieve well across the whole curriculum. We have a very strong school community where staff care for our pupils and their well-being. Children's behaviour is excellent throughout our school and reflects our high expectations. Not only do pupils behave very well, but they look out for one another and are helpful, polite and welcoming to visitors. Children are keen to talk about how much they enjoy their learning. They feel safe and know that there are adults that they can talk to if they have concerns. Our school values run deeply through the life of our school and are easily identified by anyone visiting us. Relationships between adults, children and our wider community are excellent. Children learn about their local heritage as well as aspects of culture from around the globe - they value and celebrate the differences in each other.



For more information about Airy Hill, please visit our website:

[www.airyhill.n-yorks.sch.uk](http://www.airyhill.n-yorks.sch.uk)

### **Castleton Community Primary School**

Castleton currently has 53 pupils on roll across two classes: Acorns (EYFS/KS1) and Oaks (KS2). Outdoor learning is a key feature of our provision and children have regular opportunities to participate in a range of outdoor activities. Hidden behind our historic building are extensive grounds, which include tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom. Our children are also interested in music and the arts. Our parents are very keen to be involved in the life of the school and we have an active PTFA.



For more information about Castleton, please visit our website:

[www.castletonprimaryschool.co.uk](http://www.castletonprimaryschool.co.uk)

## Glaisdale Primary School

Glaisdale school currently has 34 pupils on roll across two classes: Explorers (EYFS/KS1) and Adventurers (KS2). We have a relatively new staff team who have worked hard in recent months to develop our curriculum, sports offer, school council and EYFS provision.



### Glaisdale Primary School

Our children love the great outdoors and our rural location provides lots of opportunities for sport and adventurous activities. We would love our new teacher in charge to share this passion, taking the lead on improving our sports and PE provision in order to achieve local, regional and national recognition.

Staff have developed excellent relationships with our parents and 100% of those completing a recent survey said they would recommend Glaisdale to other parents.

For more information about Glaisdale, please visit our website:  
[www.glaisdaleprimaryschool.co.uk](http://www.glaisdaleprimaryschool.co.uk)

## Lealholm Primary School

Lealholm is a very welcoming school with a friendly atmosphere. The small pupil numbers encourage a family feel, where pupils from Reception to Year 6 happily learn, play, eat and celebrate together. All pupils can identify trusted adults within school, including those in non-teaching roles, to whom they could turn to if they had any worries. Positive attitudes and kind behaviour are celebrated and awarded in weekly assemblies.



Pupils have access to a wide range of activities, as well as taking on leadership responsibilities, including being on the school council and being reading buddy. Opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. This provides pupils from our small village community with useful opportunities to develop confidence and build relationships with their peers beyond Lealholm, in preparation for their eventual transition to secondary school in the nearest town, almost 10 miles away.

For more information about Lealholm, please visit our website:  
[www.lealholm.n-yorks.sch.uk](http://www.lealholm.n-yorks.sch.uk)



## Oakridge Community Primary School

Oakridge Community Primary School is situated in a most beautiful part of the country: the village of Hinderwell located between the North Yorkshire Moors and the North Sea coast.

We are a designated Community 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.



We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

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.

For more information about Oakridge, please visit our website:  
[www.oakridge.n-yorks.sch.uk](http://www.oakridge.n-yorks.sch.uk)



## West Cliff Primary School

West Cliff Primary School is a warm and friendly community school that provides education from children aged 2-11. It currently has 210 children on roll, divided into 8 classes (one for each year group). One of our classes is a nursery class that takes children from 2 years old. The school mainly takes children from the west side and the centre of Whitby - but is accessible from all parts of the town.



We pride ourselves on providing a warm and welcoming environment for children and adults alike, and we strive to provide the very best standard of education possible for our children.

The school has a before and after school club (The Ocean Fun Club), offering wraparound care for children from 7.45 until 5.15. This is open to all children including our nursery children.

We are a Beach School as we believe that the beach is a fantastic resource that can be used, both to learn and have fun on.

For more information about West Cliff, please visit our website:  
[www.west-cliff.n-yorks.sch.uk](http://www.west-cliff.n-yorks.sch.uk).



FILEY | SCARBOROUGH | WHITBY



There are no great schools without great teachers - the key to education is the person at the front of the classroom.

This is an exciting time in which to join our professional body of teachers across the North Yorkshire Coast. Our schools are thriving and with such a sense of community and partnership, a modern way of working has allowed us to collaborate and work in partnership so that we can adapt and evolve.

**We are part of the North Yorkshire Opportunity Area that is prioritising improvements to education and numeracy and literacy outcomes, alongside a drive to recruit and retain high-quality, motivated teachers to the area - what are you waiting for?**

Teachers like you have the opportunity on the North Yorkshire Coast to be supported to have an enriched career that remains attractive to you as your career and life develops. We recognise and have developed a range of distinctive opportunities to give you the confidence to engage in additional professional and leadership development, as well as access to fully-funded national professional qualifications.

**We value good teaching and great teachers on the Coast.**

Visit us at [www.teachyc.co.uk](http://www.teachyc.co.uk)

## **Application Process**

The closing date for all applications is **9am Monday 25<sup>th</sup> September 2023**

Interviews will be held shortly thereafter.

**Completed applications must be returned to [NYES.Resourcing@northyorks.gov.uk](mailto: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 online application form. If you experience any issues with the recruitment process, please email [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)**

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**

An informal conversation about the post with the Headteacher, Sam Butters, is welcomed. Please contact Sarah Hunter - Resourcing Partner on 07816 251 271 to organise.

We actively welcome you to contact Sarah Hunter 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**

**JOB PURPOSE:** To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.

**JOB CONTEXT:** Required to work indoors and outdoors when supervising the children and young people to ensure their safety. Enhanced DBS Clearance required. An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

### **ACCOUNTABILITIES / MAIN RESPONSIBILITIES**

#### **Operational Issues**

- Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.
- Assist with the removal of food and equipment once pupils have eaten their lunch.
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
- Assist in the implementation of appropriate behaviour management strategies as required
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
- Resolve minor disputes between pupils
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment

#### **Communications**

- Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
- Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
- Communicate effectively with all staff, pupils, families and carers.
- Provide support and encouragement to children and young people.

#### **Safeguarding**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Be aware of own (and others') professional boundaries.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with

### Systems and Information

- Participate in the school's performance management scheme.
- Participate in training and other learning activities and performance development as required.
- Attend staff meetings and training days by agreement with the Headteacher.

### Data Protection

- To comply with Yorkshire Endeavour Academy Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

### Health and Safety

- 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.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

### Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

### Person Specification

| Essential on appointment   | Desirable on appointment (if not attained, development may be provided for successful candidate)                               |
|--|--|
| <b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Awareness of health and hygiene issues</li> </ul>   | <ul style="list-style-type: none"> <li>Behaviour management.</li> <li>Good written and verbal communication skills.</li> </ul> |
| <b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Experience appropriate to working with children.</li> </ul>  |  |
| <b><u>Occupational Skills</u></b> <ul style="list-style-type: none"> <li>Judgemental skills</li> <li>Demonstrable interpersonal skills.</li> <li>Ability to work successfully in a team.</li> <li>Confidentiality.</li> <li>Initiative</li> </ul>  |  |
| <b><u>Qualifications</u></b>   | <ul style="list-style-type: none"> <li>Appropriate first aid training or willingness to undertake training</li> </ul>          |
| <b><u>Other Requirements</u></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 Continual 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 to use authority and maintaining discipline.</li> <li>To assist in ensuring that trust's equalities policies are considered within the school's working practices in</li> </ul> |  |

|  |  |
|--|--|
| terms of both employment and service delivery  |  |
| <ul style="list-style-type: none"><li>• The ability to converse in accurate spoken English is essential for the post</li></ul> |  |