



**Midday Supervisory Assistant
West Cliff Primary School**

**2 hours per week over Thursday & Friday with potential
for additional hours**

**We are also seeking relief MSAs to provide cover as
required**

Required to start: As soon as possible.

Recruitment Information Pack

Yorkshire Endeavour Academy Trust
Waterstead Lane, Whitby, YO21 1PZ
www.yeat.co.uk

Contents

Welcome from the Headteacher	3
Our vision and values	4
YEAT Schools	5 -7
Inspire by Teaching: Yorkshire Coast	8
Application process	9
Job Description and Person Specification	10- 12



Our amazing American diner, serving delicious school meals.

Welcome from the Headteacher

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of all our schools within the YEAT Trust. I am delighted you have shown interest in joining us, and I look forward to sharing with you what makes our Trust and schools a very special place to work.

Our Trust was formed in 2018 by five primary schools that have a long and successful track record of collaborative working. Our Academy Trust is built on shared core values and a real drive to provide an outstanding education for all. We are an inclusive group of schools who firmly believe in celebrating and preserving the diversity within our member schools, whilst ensuring that the Trust's ethos of an outstanding education for all, is at our very core and underpins everything we do.

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. I look forward to reading it.

**Kirsty Hird,
Headteacher**

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

Castleton Community Primary School

Castleton has 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

Glaisdale Primary School



Glaisdale school has two classes: Explorers (EYFS/KS1) and Adventurers (KS2).

Our children love the great outdoors and our rural location provides lots of opportunities for sport and adventurous activities.

Glaisdale Primary School

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

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

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 approximately 200 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.

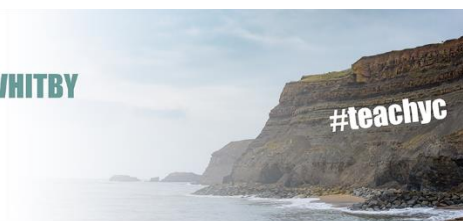
For more information about West Cliff, please visit our website:
www.west-cliff.n-yorks.sch.uk.



Dorothy, our nurture bus, between our play tyres and garden area.



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

Application Process

The closing date for all applications is **9am, Friday 14th October 2022.**

Interviews will be held on the week after the closing date.

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 contact 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

Informal chats with our Headteacher, Kirsty Hird are 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

Midday Supervisory Assistant

PAY GRADE: C

RESPONSIBLE TO: Headteacher

STAFF MANAGED: None

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 field 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)
<u>Knowledge</u> <ul style="list-style-type: none"> Awareness of health and hygiene issues 	<ul style="list-style-type: none"> Behaviour management. Good written and verbal communication skills.
<u>Experience</u> <ul style="list-style-type: none"> Experience appropriate to working with children. 	
<u>Occupational Skills</u> <ul style="list-style-type: none"> Judgemental skills Demonstrable interpersonal skills. Ability to work successfully in a team. Confidentiality. Initiative 	
<u>Qualifications</u>	<ul style="list-style-type: none"> Appropriate first aid training or willingness to undertake training
<u>Other Requirements</u> <ul style="list-style-type: none"> Enhanced DBS Clearance To be committed to the school's policies and ethos. To be committed to Continual 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 to use authority and maintaining discipline. To assist in ensuring that trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery The ability to converse in accurate spoken English is essential for the post. 	