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the **enquire**  
learning trust

## Nursery Teaching Assistant

## Recruitment Information Pack

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## Welcome from the Headteacher

**Dear applicant,**

Allow me to extend a warm welcome from all governors, staff and children of East Whitby Primary Academy. I am delighted you have shown interest in joining us and I look forward to sharing with you what makes our school a very special place to work.

Our children are delightful, happy, confident and energetic. They are passionate about their learning, be it in the classroom or through other areas of our developed curriculum such as dance, art, PE and music.

Over many years together we have built a learning community that puts the whole child and their development, along with harnessing the skills of our staff at our very heart. You will be joining a school with low staff turnover and high staff retention and as Headteacher it is my job to make sure colleagues are supported and challenged to be life-long learners.

East Whitby has a deserved reputation for its excellent inclusive SEND provision, children are not just in school but they are truly part of the school. Our targeted Mainstream provision brings expertise around Communication and Interaction that supports all pupils. Staff receive high-quality training to support them in doing their complex jobs and all staff are part of a team supporting children to achieve their best everyday.

Working at East Whitby is incredibly rewarding. Due to our well-deserved reputation across the area we place huge importance on developing talent – and in many ways our 'project based ethos has resulted in many staff leading on whole school projects. I still get an incredible buzz from seeing our children reach their full potential through our staff training and development focus.

This is an exciting time to join us. As a proud primary member of the Enquire Learning Trust (a specialist primary trust of 29 schools), our team are working in partnership with our sister school Stakesby Primary to share, learn and create a primary hub our area can be proud of. Through our Trust we are able to access the support and resources from the soon to be launched Teaching School, which means as a staff member you have a wide range of colleagues, tools and resources to help you develop not just in the classroom but beyond.

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.

**Simon Smith**  
**Principal**

## Our Aims and Ethos

It is our aim for all children to leave East Whitby as confident learners with self-belief and an abiding respect for others. We aim to instil a lifelong love for learning and a strong grounding for future success.

### **We promote achievement by:**

- Holding the highest expectations for all
- Striving for every child to make the very best possible progress
- Being restless in our pursuit of excellence

### **We develop as confident and independent learners by:**

- Providing learning which excites passion and curiosity.
- Embracing challenge and not giving up
- Trying our best without fear of failure
- Speaking knowledgeably about our strengths and areas of improvement

### **We value supportive and positive relationships by:**

- Bringing out the best in each other
- Showing pride in one another's achievements
- Creating strong partnerships between home, school and the wider community

### **We appreciate others by:**

- Valuing and respecting the rights of others
- Making sure everybody feels listened to
- Promoting good manners and caring attitude



## **Application Process**

The closing date for all applications is **9am, Wednesday 21<sup>st</sup> February 2024**

Interviews will be held shortly after

### **Please apply via NYC Jobs**

An email will be sent to shortlisted candidates with details of the interview process.

We do not accept CV's.

Please get in touch if you require the form to be sent in a different format.

### **Queries / School Visits**

Informal chats about the role are welcomed and encouraged. For queries or to arrange a call or visit with the Headteacher / Head of Department, please contact:

[NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)

*We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. 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.*

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.*

*North Yorkshire Council (NYC) advertise vacancies and process applications on behalf of schools and external organisations (third parties) in North Yorkshire. NYC are not responsible for the recruitment/employment practices of third parties and accept no liability in relation to the vacancy and any subsequent recruitment/employment processes. Further information on how we process your data can be found [here](#).*

## Job Description

	<b>NYC</b>	
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"> <li>• Be responsible for the welfare, development and education of 2 year-old children</li> <li>• Contribute to the development of our caring inclusive school and community, where there is equality of opportunity regardless of race, culture, gender or disability</li> <li>• Build partnerships with our families to support the development, progress and attainment of their children</li> <li>• Work effectively alongside other professionals in an open and caring manner</li> <li>• Maintain the positive ethos and core values of our school, both inside and outside the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• With the guidance of senior staff to ensure the well-being, care of all young children and support their access to learning (including those with special needs).</li> <li>• To meet the individual children’s needs, through play and learning opportunities and general care</li> </ul>
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Have high expectations of all children and work to make sure no child is left behind due to disadvantage</li> <li>• Maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school</li> <li>• Support children in becoming sociable, well behaved members of our school community, in accordance with the school’s behaviour policy</li> <li>• Develop a Key person role which fosters each</li> </ul>	<ul style="list-style-type: none"> <li>• To supervise the children in an inclusive manner, ensuring their safety and access to learning activities.</li> <li>• To provide a range of play and learning opportunities and general care that reflects the child’s individual ability.</li> <li>• To provide a range of learning opportunities and general care that reflects the child’s individual ability.</li> <li>• To nurture positive relationships with children ensuring their emotional well-being and promoting</li> </ul>

	<p>child's attachment and self-esteem and establishes relationships with their families which are based on warmth and mutual respect</p> <ul style="list-style-type: none"> <li>• Create an enticing, stimulating and exciting learning environment inside and outside, responsive to children's learning needs, by arranging for resources, equipment and materials to be available in such a way that they are easily accessible and will encourage the children to become independent learners and creative thinkers</li> <li>• Work proactively to engage families in their child's learning, establishing excellent relationships between school and home, to promote the best possible progress and outcomes for each child</li> <li>• Communicate and liaise with staff at all levels as required and manage other adults or volunteers both in liaison with, and independently of the Headteacher.</li> <li>• Ensure that the school's policies and procedures are promoted in everyday practice</li> <li>• Join in with appraisal procedures and use this to develop personal and professional effectiveness</li> </ul>	<p>their confidence and self-esteem.</p> <ul style="list-style-type: none"> <li>• To share responsibility with colleagues for creating a provision in which all children can interact and develop fully, intellectually, physically, socially and creatively through play.</li> <li>• To provide learning experiences that challenge and enable young children to grow in confidence and independence within a stimulating environment.</li> <li>• To take responsibility for the observation, assessment, monitoring and record keeping of children's learning and development using a variety of methods, to inform planning.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Contribute and engage positively with continuous professional development</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals</li> <li>• Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies</li> </ul>	<ul style="list-style-type: none"> <li>• To work with senior staff in creating and maintaining a purposeful and organised environment that supports the delivery of play and learning opportunities.</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Assess, record and report on pupils' attainment and progress within assessment and reporting processes</li> <li>• 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</li> <li>• Assist in the induction and development of classroom support staff, cascading information and good practice</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> <li>• Share information confidentially about pupils with teachers and other professionals as required</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor children's achievements and identify any difficulties</li> <li>• To ensure that practice complies with the school's policies and procedures</li> <li>• To support the management team in the organisation of the centre's provision on a day-to-day basis, including administrative tasks</li> <li>• To develop learning opportunities and implement these to meet the differentiated learning needs of individual children as outlined in EYFS</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>	<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. Support children during lunchtimes.</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>	<ul style="list-style-type: none"> <li>• Prepare and maintain the learning environment, with reference to provision plans and identified enhancements.</li> <li>• Carry out routine tasks to support the work of teacher, HLTAs and ATAs.</li> <li>• Support the use of ICT and adhere to relevant policies.</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>	<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 Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>To comply with the 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>	<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 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 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>	<ul style="list-style-type: none"> <li>The 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 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>

## Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good understanding of child/ young people’s development and learning processes</li> <li>• Knowledge of Behaviour Management techniques</li> <li>• Knowledge of Child Protection policies &amp; Procedures</li> <li>• Understanding of individual children and young people’s needs</li> <li>• An understanding that children/Young people have differing needs and knowledge of inclusive practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety legislation</li> <li>• Knowledge of Food Hygiene practices</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Appropriate experience working with children in an education setting</li> <li>• Experience working with other staff and liaising with parents</li> <li>• Relevant Level 3 or equivalent qualification in Early Years Education</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• GCSE Maths and English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training – for example Paediatric First Aid</li> <li>• Experience working with children with a range of additional needs</li> <li>• Relevant Food Hygiene qualification</li> </ul>
<p><b>Occupational Skills</b></p> <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>• Behaviour management</li> <li>• Good reading, writing and numeracy Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Basic ICT Skills</li> <li>• 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</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>• Able to exercise judgement</li> <li>• Confidentiality</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> <li>• Sense of humour</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> <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>	

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.