



# Carleton Endowed

## CE Primary School

*A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish.*

**Part- time GTA**

**4 days a week**

**Established post**

**Candidate Information Pack**

**Closing date:** 8am Monday 3<sup>rd</sup> February 2025

**Short Listing:** Monday 3<sup>rd</sup> February 2025

**Interviews:** Monday 10<sup>th</sup> February 2025



LOVING  
LIVING  
LEARNING  
TOGETHER

## **GTA Grade C (2-4)**

**Required ASAP**

**Number of children on roll: 145**

<b>Grade/Band</b>	<b>GTA, Grade C, Scale point 2-4</b>
<b>Minimum Age Requirement</b>	<b>N/A</b>
<b>Vacancy Hours</b>	<b>22 hours per week (4 days)</b>
<b>Working hours</b>	<b>8:45-3:15pm with one hour lunch break</b>
<b>Contract Type</b>	<b>Established</b>
<b>Weekend Working</b>	<b>N/A</b>
<b>Application Closing Date</b>	<b>8am Monday 7<sup>th</sup> October</b>
<b>Salary Range</b>	<b>NJC Pay Structure</b>
<b>Shortlisting Date</b>	<b>Monday 4<sup>th</sup> February</b>
<b>Interview Date</b>	<b>Monday 10<sup>th</sup> February</b>
<b>Venue for Interview</b>	<b>Carleton Endowed Church of England Primary School</b>

### **Advert Details**

We are seeking to appoint an experienced, enthusiastic and inspirational GTA to work as part of our EYFS and Key Stage one team Tuesday - Friday. If required, additional hours may be available for 30 mins Midday supervisory work each day. This is an exciting opportunity for a motivational teaching assistant to join our highly skilled and friendly staff.

### **The role will include:-**

- to support teaching and learning under the direction of teaching staff
- Some responsibility for leading and supporting learning activities within the overall teaching plan. This may involve working with individual pupils or with small groups to deliver interventions.
- Working in the classroom or appropriate location within the school, with access to support and guidance as required.
- Under the general direction of the teacher, participate in establishing and maintaining effective relationships with the pupils, parents/carers and with other agencies/professionals
- Some 1:1 work with children with additional needs
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Assist in escorting and supervising the pupils on educational visits and out of school activities
- Undertake break supervision as required

### **We are looking for a candidate who is:**

- An enthusiastic and hard-working team player
- Energetic, motivated, positive with a can-do attitude
- Committed to high-standards and expectations
- Creative, interesting and willing to take risks
- Resilient and flexible
- Personable with a good sense of humour
- Willing to support the Christian ethos of the school
- Aware of a range of strategies to support pupils with additional needs

**What we can offer:**

- Happy and welcoming pupils, staff, governors and parents
- Pupils with good behaviour and a thirst for knowledge
- A warm, collegiate and supportive environment in which to work, learn and develop
- High quality continuous professional development opportunities
- Opportunity to work in collaboration with other schools as part of the Leeds Diocesan Learning Trust
- A chance to be part of a caring, Christian environment with exciting visions for the future

The successful candidate will become part of a team that is enthusiastically driving the school forward and building upon its achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner. Christian values are at the heart of all that we do.

*Carleton Endowed CE School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

**We welcome visitors to our lovely school would really like to meet you prior to your application. If you would like to arrange a visit to the school, please email [admin@carletonendowed.com](mailto:admin@carletonendowed.com)**

**More information**

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton, a short drive from the bustling market town of Skipton in the Yorkshire Dales.

We are a happy and aspirational village primary school providing education for children aged 4-11. We are proud of our local roots and of our strong church and community links. Our vision statement '**A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish**' is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

On 1st November 2022 we became an academy and were one of the founding schools of Leeds Diocesan Learning Trust. You can find out more about LDLT here: <https://www.ldlt.co.uk>

**How to apply**

Please see the person specification and job description below. Visits to school prior to completion of the application form are welcomed and encouraged. Completed application forms should be returned to the Head Teacher, Mrs Helen Dudman, by email to **admin@carletonendowed.com** to arrive no later than **8:00am on Monday 3<sup>rd</sup> February**

It is expected that **interviews** for the post will be held **Monday 10<sup>th</sup> February** (to be confirmed). Please alert referees that we may request references at short notice.

Details of the interview arrangements will be sent out to those on the shortlist.

Thank you in advance for completing your application.

**CARLETON ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL**

**JOB DESCRIPTION**

<b>POST:</b>	<b>General Teaching Assistant (GTA)</b>
<b>GRADE:</b>	Band C
<b>RESPONSIBLE TO:</b>	Line Manager - Headteacher
<b>STAFF MANAGED:</b>	None
<b>POST REF:</b>	Teaching Assistants
<b>JOB PURPOSE:</b>	To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre planned learning activities as directed by the teacher</li> <li>• 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 in respect of groups and individual students</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Undertake break supervision as required</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> <li>• Communicate effectively with all pupils, families, carers and other agencies / professionals</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Share information confidentially about pupils with teachers and other professional as required</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings as required</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <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,</li> </ul>

	<p>ensuring that examinations comply with the Examination Board Regulations</p> <ul style="list-style-type: none"> <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>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the school'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>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• NYCC 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>• NYCC 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>
Date of Issue:	April 2024

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## **PERSON SPECIFICATION**

### **JOB TITLE: General Teaching Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>● An awareness of child/young person's development and learning</li><li>● An understanding that children/Young people have differing needs</li></ul>	<ul style="list-style-type: none"><li>● Good understanding of child development and learning processes</li><li>● Knowledge of Behaviour management techniques</li><li>● Knowledge of Child Protection and Health &amp; Safety policies and procedures</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>● Experience appropriate to working with children in a learning environment</li></ul>	Experience of working within an Early years and/or KS1 setting Experience of delivering phonics sessions
<b>Qualifications</b> <ul style="list-style-type: none"><li>● Relevant NVQ Level 2 qualification or equivalent</li></ul>	<ul style="list-style-type: none"><li>● Relevant NVQ level 3</li><li>● Appropriate first aid training (Dependent on the schools needs - insert as appropriate)</li></ul>
<b>Occupational Skills</b> <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>● Good reading, writing and numeracy Skills</li><li>● Basic ICT Skills</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>● Confidentiality</li><li>● Flexibility</li><li>● Able to use own initiative</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></ul>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"><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>	