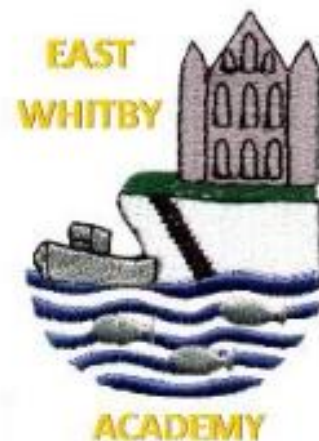




SEN Advanced Teaching Assistant

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 it's 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 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, Monday 17th April 2023**

Interviews will be held on Thursday 20th April

Completed applications must be returned to NYES.Resourcing@northyorks.gov.uk

If you think you're the person for the job, please complete the 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.

Queries

Informal chats with our Headteachers are welcomed. For queries or to arrange a call with the Headteacher / Head of Department, please contact:

Chloe Bullen at Chloe.Bullen@northyorks.gov.uk or on 01609 536 964 (Ext 6964)

We actively welcome you to contact us 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 in the area.

Job Description

POST:	Advanced Teaching Assistant (ATA)
GRADE:	D
RESPONSIBLE TO:	Head Teacher / Classroom Teacher
RESPONSIBLE FOR:	None
POST REF:	
JOB PURPOSE:	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. To assist in the induction and development of classroom support staff as required.
JOB CONTEXT:	This 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 at 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. An ability to fulfil all spoken aspects of the role with confidence through the medium of English
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	- 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 programmes, including for those with health, social and physical needs • Escort and supervise pupils on educational visits and out of schools activities under the supervision of a teacher • Undertake break supervision as required
Communication	• 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	• 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	• Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence

	• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	• 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 • Participate in appraisal, training and other learning activities
Data Protection	• To comply with the County Council'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 • Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	• 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	• North Yorkshire County Council 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 County Council Policies and Procedures

Customer Service	• The County 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 • The County 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
Date of Issue:	February 2023

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge • 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	• Knowledge of Behaviour Management techniques • Knowledge of Child Protection policies & Procedures • Knowledge of Health & Safety legislation
Experience • Appropriate experience working with children in an education setting	• Experience in other relevant skills e.g. art/music/sport • Experience of delivering evidence based interventions that accelerate learning
Occupational Skills • 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	• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame
Qualifications • Relevant NVQ Level 3 or equivalent	• Appropriate first aid training (Dependent on the schools needs - insert as appropriate)
Personal Qualities • Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise judgement • Confidentiality • Flexibility	• Creativity

Other Requirements

- Enhanced DBS clearance
- To be committed to the school's policies and ethos
- To be committed to Continuing 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
- Ability to use authority and maintaining discipline
- An empathy for equality & diversity
- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post

NB – Assessment criteria for recruitment will be notified separately.