



## General Teaching Assistant SEN – Maternity Cover Recruitment Information Pack

Church Square  
West Cliff  
Whitby  
YO21 3EF

## Contents

Welcome from the Headteacher	3
Our vision and values	4
YEAT Schools	5 - 7
Application process	8
Job Description and Person Specification	9 - 12



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

## 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. Oakridge Community Primary School has since joined us. 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**



*Our reading beach hut.*



## 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.



*Our amazing American diner, serving delicious school meals.*



## 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 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.

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



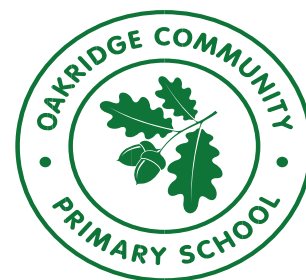
Pupils have access to a wide range of activities, as well as taking on leadership responsibilities, including being on the school council and being reading buddy. Opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. This provides 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 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](http://www.west-cliff.n-yorks.sch.uk).

## **Application Process**

The closing date for all applications is **Midday, Tuesday 26<sup>th</sup> September**

Interviews will be held shortly thereafter.

### **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.

### **Queries**

Please contact Sarah Hunter at [Sarah.Hunter@northyorks.gov.uk](mailto:Sarah.Hunter@northyorks.gov.uk) or call on 07816 251271 if you have any questions, would like to arrange a visit to the school or if you experience any problems with the application process.



## Job Description

<b>POST:</b>	<b>General Teaching Assistant (GTA)</b>
<b>GRADE:</b>	Grade CD plus SEN allowance, points 2 - 4
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>STAFF MANAGED:</b>	None
<b>POST REF:</b>	
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To assist in the induction and development of classroom support staff as required.</li> </ul>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre planned learning/behaviour activities as directed by the class 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 for children.</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> <li>• To encourage pupils to interact with others and engage in activities led by the teacher.</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 professionals as required.</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> <li>• Participate in staff meetings.</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, 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>
<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> <li>• To contribute to the overall ethos/work/aims of the school.</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 Trust's policies and supporting documentation in relation to Information Governance, including 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>• The Trust 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 Trust 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

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <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> <li>• Knowledge of inclusive practice.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children with special educational needs in a learning environment.</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent.</li> <li>• GCSE Grade C or above in Maths and English (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ level 3.</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>• Good reading, writing and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic ICT Skills.</li> </ul>
<p><b>Personal Qualities</b></p> <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>• Resilience.</li> <li>• Patience.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity.</li> </ul>
<p><b>Other Requirements</b></p> <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> </ul>	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> <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 maintain discipline.</li> <li>• An empathy for equality &amp; diversity.</li> </ul>	