



## **Teaching Assistant**

**Closing Date: Monday 27th June 2022, 12 noon**

### **Recruitment Information Pack**

Lady Lumley's School  
Swainsea Lane, Pickering, North Yorkshire  
YO18 8NG

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Dear Applicant

Thank you for taking an interest in joining our staff at Lady Lumley's. I hope reading about our school gives you a sense of a driven community school, ambitious to do all we can to see staff and students thrive.

Lady Lumley's school has a proud tradition and heritage of providing quality education. A trailblazer in the pursuit of education for all – welcoming the children of farming families and girls long before this was a requirement. Building on those foundations, Lady Lumley's is a truly comprehensive school of 900 students drawing from the town of Pickering, surrounding villages and rurality as well as from Scarborough and all points in between.

'Being our best' signals Lady Lumley's commitment to school improvement. We are ambitious for all our students and staff and strive to improve teaching and learning through constant evaluation and positivity. Our curriculum offer is broad and balanced, giving students a clear progression route through the school that builds the fundamental knowledge and understanding to allow them to specialise for Key Stage 4 then again at Key Stage 5. Lady Lumley's curriculum gives all students the best chance of being successful at GCSE, A Level and Vocational Provision, ensuring our above national average outcomes open doors for life chances.

Our staff are integrated into thorough well-constructed CPD that looks to build strength in the classroom as well as modelling the pursuit of improvement. Ensuring all our strategic planning is built of evidential educational research is fundamental to ensuring we are investing staff time where it will reap rewards. A love of learning is a necessary mindset to thrive at Lady Lumley's.

Lady Lumley's is equally ambitious for our students to experience an enriched learning journey with a diverse offer of experiences. From trips abroad to Bordeaux, Saint Émilion and Dune de Pyla in France and Weiz in Austria our students also visit Belgium and France in Year 10 for the GCSE Battlefields Experience and Krakow and Auschwitz in Year 11, 12 and 13 for Religious Education. There are numerous theatre and music trips and visits taking in everything from Opera to Pantomime. The excellent sporting facilities are always fully booked with traditional team sports running alongside rock climbing and table tennis. Our Duke of Edinburgh scheme is ever popular and Lady Lumley's students show leadership in this testing qualification right through to the Gold Award. With regular orienteering, canoeing and mountain biking our students also contribute hundreds of hours to volunteering and raise thousands of pounds for charity. Nurturing the growth of students through Enriching their experience enables Lady Lumley's to prepare students to thrive locally or to move on to different cultures and experiences.

We value our pastoral staff and system as the cement that holds the school together. There are very high expectations of students conduct and a transparent and fair policy for rewards and consequences. All our students are supported through school with dedicated tutors and a Pastoral Officer with additional expertise available from the Pastoral Team and SLT. There are weekly 'Life' lessons to educate students with powerful knowledge to enable them to keep themselves safe and to have well placed confidence outside of school. Our staff and students deserve to feel safe and valued throughout their time at Lady Lumley's.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust as we are a unique school with a shared Trust vision. Through leadership development, collaboration and investment Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

If you have read this and are committed to joining a school that is driven by ambition to be better, values a comprehensive community school and thrives on being part of a team, then we look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. A. Foden', written in a cursive style.

Clair Foden  
Headteacher



## **Visions and Values**

**Lady Lumley's School** is driven by the vision of 'Being our best'. All staff and all students are asked to commit to our core values:

### **Learning**

Lady Lumley's core purpose is supporting our students and staff to make progress and continually adapt and develop to become lifelong learners.

### **Leading**

Students and staff have regular opportunities to lead within and outside of the classroom to improve themselves and the community.

### **Ambition**

We are relentlessly positive about improving and seeing all mistakes as ways to learn and improve and exceed our potential.

### **Progress**

The journey through Lady Lumley's for staff and students is a journey of improvement. Through striving to be our best we will face some setbacks but will build progress over time.



## Our schools

### Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possibly be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit us at:**

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

### Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit us at:** [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

### Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



**To learn more about us please visit us at:** [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)

## **Lady Lumley's School**

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit us at [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

### **Useful Links**

[Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

[Welcome to Pickering. Gateway to the North York Moors, Yorkshire](#)

## **Scarborough University Technical College**

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

**To learn more about us please visit us at: <https://www.scarboroughutc.co.uk>**



### **Application Process**

The closing date for all applications is **Monday 27<sup>th</sup> June 2022, 12 noon.**

Interviews will be held shortly after the closing date.

Completed applications must be returned to Helen Poole at  
[helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk)

**If you think you're the person for the job, please complete the enclosed application form 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**

Please contact Helen Poole at [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk) or on 07890 055186.



## **Job Description**

**Job Title:** Teaching Assistant

**Grade:** C (32.5 hours per week term time only)

**Responsible to:** Learning Support Manager

### **Role purpose:**

To support the needs of pupils as directed by the SENCO/Learning Support Manager whilst supporting the school in promoting the Vision and Values of the school and "Being our Best".

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.

To work in the classroom or appropriate location within the school, with access to support and guidance as required.

## **Main Duties**

### **1. To support learning & development.**

- Support pre planned learning/behaviour activities as directed by the teacher/SENDCo
- Using agreed structured observation as directed by the class teacher/SENDCo 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.
- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning.
- Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies.
- Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Undertake break supervision as required.

### **2. Communication**

- Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals.
- Communicate effectively with all pupils, families, carers and other agencies / professionals.

### **3. Sharing information**

- Share information confidentially about pupils with teachers and other professional as required.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Participate in staff meetings.

### **4. Safeguarding and Promoting the Welfare of Children/Young People**

- Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including 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.

### **5. Administration/Other**

- Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work
- Support the use of ICT and adhere to relevant policies.
- 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
- Participate in appraisal, training and other learning activities.

### **6. Health & 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.

### **7. Data Protection**

- To comply with the Lady Lumley School and Coast & Vale Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

### **8. Equalities**

- Promote inclusion and acceptance of all pupils.
- 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.

## **Person Specification**

**Post Title: Teaching Assistant - Grade C**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<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><li>• Knowledge of inclusive practice</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience appropriate to working with children in a learning environment</li></ul>	
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Relevant NVQ Level 2 qualification or equivalent</li><li>• GCSE Maths &amp; English or Level 2 equivalent</li></ul>	<ul style="list-style-type: none"><li>• Relevant NVQ level 3</li><li>• Appropriate first aid qualification</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></ul>	<ul style="list-style-type: none"><li>• Good 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></ul>	<ul style="list-style-type: none"><li>• Creativity</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 Vision and Values</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></ul>	

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| <ul style="list-style-type: none"> <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> |  |
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