Yeadon Westfield Junior School

Recruitment Pack

Teaching Assistant – Temporary

Working Days Mondays to Friday

Plus 5 Training Days

Hours 8.45 to 3.30pm

Salary A2-B1 £20,258 - £21,968 pro rata.

Actual salary £13,508.94



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**Closing Date: Tuesday 13th June 2023**

**Interview Date: Thursday 15th June 2023**

We welcome our duties under The Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to the protected characteristics of all stakeholders including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race; religion and belief, sex or sexual orientation.

We recognise the Public Sector Equality Duty to assess the impact of our policies and practices on staff and pupils and take action to remove any obstacles identified across all areas of school life, including Policies.

We believe that every person has a fair and equal opportunity to succeed, regardless of their age, gender, ethnicity, ability or cultural or religious background, sexuality or disability. We embrace all aspects of global citizenship and community cohesion, promoting British Values throughout all aspects of school life, actively tackling prejudice or extreme views.

This school is committed to safeguarding and promoting the well -being of all children and expects our staff and volunteers to share this commitment.

Yeadon Westfield Junior School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR). The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children’s services. This policy is written in line with our agreed policy for GDPR.

**Recruitment Policy Statement**

**Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful, and we look forward to hearing from you.**

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| **Making an Application** | | **Interview and Selection Process (continued)** | |
| **Application Form**  If you wish to be considered for this post, please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g., gap year, career break, unemployed, etc).  You will note that we require details of two referees, one of which must be your current or most recent employer.  CVs are **not** accepted as part of the application process.  **Supporting information**  This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.  **Please remember to sign the declaration on the final page of the application form.**  **For teaching posts:** in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.  **Interview & selection process**    Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing.  As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.  Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not |  |  | disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.  We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post. |
| **Induction and Continuous Professional Development** | |
| **Pre-employment checks** | The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies, and expectations.  You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.  **References**  One of your referees must be your current or most recent employer. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.  Copies of references, or references that are addressed “to whom it may concern”, will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. |

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| **Pre-employment checks (continued)**  **(DBS) Disclosure & Barring Service**  Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.  Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not ‘protected’. The amendments to the Exceptions Order 1975 (2013) provide those certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [www.gov.uk](http://www.gov.uk) website.  Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.  **Prohibition checks (teachers only)**  Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.  **Validation of Qualifications**  All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.  **Right to Work in the United Kingdom**  Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required. |  | **School Policies** | **Child Protection**  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.  **Whistle Blowing**  We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.  **Code of Conduct and Personal Behaviour**  The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.  The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.  **Equal Opportunities**  We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.  We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.  **Full details of all these policies are available in school.** |



**GDPR Privacy Notice**

**Job Applicants Introduction**

When applying for a position in school, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants. You have a right to be informed about how our school uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

**What information do we collect?** Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to: • Name, address and contact details, including email address and telephone number • Copies of right to work documentation • References • Evidence of qualifications • Information about your current role, level of remuneration, including benefit entitlements • Employment records, including work history, job titles, training records and professional memberships We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to: • Information about race, ethnicity, religious beliefs, sexual orientation and political opinions • Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process • Photographs and CCTV images captured in school. We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data. Every school has statutory obligations that are set out in ‘Keeping Children Safe in Education’ and other guidance and regulations.

**Why we use this data?** The school needs to process data to take steps at your request prior to entering into a contract with you. The school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims. The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes. For some roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

**How do we use the data?** Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles. The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the school, we will share your personal information for the above purposes as relevant and necessary with:

your referees. • Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures. • UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures. • Where relevant and as required for some posts, the Teacher Regulation Authority checks Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

**Automated Decision Making and Profiling** - we do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it. Collecting this data - as a school, we have a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

**What if you do not provide personal data?** - you are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all. Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice. Most of the data we hold about you will come from you, but we may also hold data about you from: • Local authorities • Government departments or agencies • Police forces, courts, tribunals

**How we store this data** - the school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful. Successful applicants who secure a position then come within the employee/school workforce provisions.

**Transferring data internationally** - we do not share personal information internationally. You have a right to access and obtain a copy of your data on request; You can: • require the school to change incorrect or incomplete data; • require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and • object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing. If you would like to exercise any of these rights, please contact the school office. If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner. Complaints We take any complaints about our collection and use of personal information seriously. Our complaints policy deals with the different stages of any complaint, and how this is managed within school. You can also contact our Data Protection Officer or contact the Information Commissioner’s Office: • Report a concern online at

https://ico.org.uk/make-a-complaint/ • Call 0303 123 1113 • Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Contact us if you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Our data protection officer is: John Walker of J.A.Walker, Solicitor – info@jawalker.co.uk However, our data protection lead has day-to-day responsibility for data protection issues in our school. If you have any questions, concerns or would like more information about anything mentioned in our Privacy Notice please contact Debra Thornton, School Business Manager at [d.thornton@yeadonwestfieldjuniorschool.co.uk](mailto:d.thornton@yeadonwestfieldjuniorschool.co.uk) – 0113 2503395.

**References**

Important Information References If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed ‘to whom it may concern’ will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Selection Process As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The school is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children. Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the HR Manager if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Validation of Qualifications and Identity -** all shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated in accordance with our Data Protection Policy for Recruitment Candidates and disposed of appropriately. Right to Work in the UK Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required. Disclosure & Barring Service Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Department for Education Prohibition List. Post Offer of Employment Health Questionnaire Before taking a teaching appointment, the preferred candidate will be required to complete an Occupational Health Medical Questionnaire. Please be honest on this form, as failure to declare relevant medical history may affect your employment.

May 2023

Dear Prospective Candidate,

Thank you for your interest in the temporary post at Yeadon Westfield Junior School. Yeadon Westfield Junior School is a two-form entry KS2 school in the Aireborough Cluster. We are a member of the Aireborough Learning Partnership Trust and work closely with local schools, particularly our feeder school.

We are currently looking to recruit an enthusiastic, creative, committed teaching assistant with high expectations of achievement, attainment and behaviour to work in our friendly school. The position will be a temporary role until August 2024. Working with a variety of children, one to one and also in small groups. The working days will be Monday to Friday to start as soon as possible and an end date of 31st August 2024. The role will be term time only plus 5 training days. This contract also has a probationary period of 6 months.

Our children are a real pleasure to work with and our curriculum is both creative and exciting. The closing date for applications is Tuesday 13th June 2023 at 12 noon. Shortlisting will take place on Tuesday afternoon 13th June April 2023. Interviews will take place on Thursday 15th June 2023.

We hope to hear from you soon.

Kind regards

Lisa Piotrowicz

Headteacher

**School / Leeds City Council Job Description** Shape

Description automatically generated

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| **School Yeadon Westfield Junior School** |

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| **Post Title**  Teaching Assistant | GRADE Level 1 (A1-B1) | JE Ref 300 / 301 |

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| **Post(s) to which directly responsible**  Debra Thornton – School Business Manager |

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| **Purpose of job** **To work under the direct instruction of teaching/senior staff, usually in the classroom with the**  **teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.** |
| **Responsibilities**   * To attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters * To supervise and support pupils ensuring their safety and access to learning * To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. * To promote the inclusion and acceptance of all pupils * To encourage pupils to interact with others and engage in activities led by the teacher * To encourage pupils to act independently as appropriate * To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil’s work. * To be aware of pupil problems/progress/achievements and report to the teacher as agreed. * To undertake pupil record keeping as requested * To support the teacher in managing pupil behaviour, reporting difficulties as appropriate * To gather/report information from/to parents/carers as directed * To provide clerical/admin. support - photocopying, typing, filing, collecting money etc. * To support pupils to understand instructions * To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher * To support pupils in using basic ICT as directed * To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. * To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. * To contribute to the overall ethos/work/aims of the school * To appreciate and support the role of other professionals * To attend relevant meetings as required * To participate in training and other learning activities and performance development as required. * To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. * To accompany teaching staff and pupils on visits, trips and out of school activities as required. * To ensure promotion and support of Equal Opportunities and Health & Safety * To undertake any other duties that are commensurate with the post | |

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| **Relationships**  The postholder will be required to work flexibly to deliver an efficient Service.  There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers |

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| Physical Conditions The post is currently based at \*\*\*\*  \*\*\* has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request  This post is subject to an enhanced Disclose and Barring Service check.  The school operates a non-smoking policy. |

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| |  |  | | --- | --- | | **Economic conditions** | | |  |  | | Grade: | Level 1 (A1 – B1) | | Annual Leave: | **[DELETE AS APPROPRIATE]**  Term time only working (plus **xx** days) **OR** 24 days per annum plus 4 days pa for 5 years local government service, plus 8 statutory holidays, pro rata for part time working. | | Hours: | **XX** hours per week | | Conditions of Service: | NJC Conditions apply | |

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| **Prospects**  **Promotion**  Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.  **Training**  The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |

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| **QUALIFICATIONS** |

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| **Job Description Prepared / Reviewed by:** |  | **Date:** |  |
| **Job Description Approved by:** |  | **Date:** |  |

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| SKILLS | **Ess** | **Des** | **MOA** |
| Good numeracy/literacy skills | \* |  | A & I |
| Able to use a range of office equipment (e.g. printers, photocopiers, fax). | \* |  | A & I |
| Ability to relate well to children and adults | \* |  | A & I |

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| **KNOWLEDGE/QUALIFICATIONS/TRAINING** | Ess | Des | MOA |
| Working with or caring for children of relevant age | \* |  | A & I |
| Appropriate knowledge of first aid |  | \* | A |
| Work constructively as part of a team,  understanding classroom roles and  responsibilities and your own position  within these |  | \* | A & I |
| Participate in development and training  opportunities | \* |  | A & I |
| Completion of DfES Teacher Assistant Induction Programme |  | \* | A & C |

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| EXPERIENCE | Ess | Des | MOA |
| Experience of dealing with queries from a wide range of people | \* |  |  |
| Experience in the use of the Microsoft package | \* |  |  |

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| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des | MOA |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  | I |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | \* |  | I |
| An ability to respect sensitive and confidential work. | \* |  | I |
| Commitment to own personal development and learning. | \* |  | I |

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| METHOD OF ASSESSMENT(MOA) | A = Application Form  T = Test  I = Interview  C = Certificate |