**Sharow CE Primary School**

**Candidate pack and job description:**

**General Teaching Assistant**



*The Federation of Skelton Newby Hall and Sharow CE Primary 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.*

*What our staff say about working at Sharow CE Primary School*

* Working as part of a close-knit team is just lovely. We bounce off each other, we get

 energy from each other, we support each other, and we even have time for a laugh.

* The children are fabulous. They are never dull. We enjoy watching how they

 support each other, mature and work hard to achieve things. The older children are

 brilliant with the younger ones and there really is a lovely family atmosphere.

* We all need to be flexible as things don't always go to plan but because we are a

 flexible team - it just works.

Dear Applicants,

Thank you for your interest in our vacancy.

Recently the opportunity to welcome a new General Teaching Tssistant has been presented to us and we are excited to be looking for a new member to join our team.

Sharow CE Primary School is a rural school in the beautiful village of Sharow on the outskirts of Ripon. The current number of children on role is 99.

We work in partnership with parents and the whole community, to help our children to enjoy learning and to become independent, self-disciplined, self-motivated and to achieve the highest standards of which they are capable.

Hours of employment will be 8.45am until 12.45pm Monday to Friday.  This is an fixed term contract ending 31st August 2023.

We are looking for someone who’s priority in the classroom is building relationships with children; who is committed to ensuring every child achieves their absolute potential, regardless of background or barriers;  has exceptionally high expectations for our children; and is committed to a team approach – being a small school, we all contribute and help each other across aspects of school life.

We actively encourage you to contact the Headteacher for a discussion about this post.  It is also possible to arrange a visit to our lovely school to meet our community and see our learning environment.  Please contact our School Office by email (admin@sharow.n-yorks.sch.uk) or telephone (01765 604362) to arrange a mutually convenient time before the closing date.

Completed application forms should be emailed to admin@sharow.n-yorks.sch.uk by **9am Monday 12th September 2022.**

All successful applicants will be notified and invited for interview. All unsuccessful applicants are thanked for their interest but will not be notified.

We hope the attached information will help you in deciding whether to apply for the position of GTA at Sharow CE Primary School.

Should you wish to discuss the post further, or arrange to visit the school, then please do not hesitate to contact us.

Yours sincerely,

Jacqui Palmer

Executive Headteacher



# Children & Young People’s Service

**Federation of Skelton Newby Hall and Sharow CE Primary Schools**

##### JOB DESCRIPTION

|  |  |
| --- | --- |
| POST: | General Teaching Assistant (GTA) |
| GRADE:  | Grade C |
| RESPONSIBLE TO: | Head Teacher / Senior Advanced Teaching Assistant / Higher Level Teaching Assistant/ SENCO/Inclusion Manager |
| STAFF MANAGED: | None |
| POST REF: |  | JOB FAMILY: | 7 |
| JOB PURPOSE: | 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. |
| 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** | * Support pre planned learning/behaviour activities as directed by the teacher
* 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
* 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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
 |
| **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
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| 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
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| Date of Issue: | Aug 2022 |

**PERSON SPECIFICATION**

**JOB TITLE: General Teaching Assistant**

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| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge*** An awareness of child/young person’s development and learning
* An understanding that children/Young people have differing needs
 | * Good understanding of child development and learning processes
* Knowledge of Behaviour management techniques
* Knowledge of Child Protection and Health & Safety policies and procedures
* Knowledge of inclusive practice
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| **Experience*** Experience appropriate to working with children in an learning environment
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| **Qualifications*** Relevant NVQ Level 2 qualification or equivalent
 | * Relevant NVQ level 3
* Appropriate first aid training (Dependent on the schools needs - insert as appropriate)
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| **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
* Good reading, writing and numeracy Skills
 | * Basic ICT Skills
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| **Personal Qualities*** Demonstrable interpersonal skills.
* Ability to work successfully in a team.
* Confidentiality
* Flexibility
 | * Creativity
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| **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
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**You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.**