

Dear Candidate,

Thank you for taking an interest in the role of General Teaching Assistant within our school and wrap around care facility.

You will join a happy and highly effective team based at our well known and respected village school situated in Kirkby Overblow which is an attractive village located 5 miles south of Harrogate and 12 miles north of Leeds. We are excited by the skills and experience that you can bring to the team and committed to providing you with the support you need to be effective in the role of GTA.

All Saints school is joined with the neighbouring school of North Rigton under the headship of Mrs Amber Andrews. Both schools are part of Yorkshire Causeway Schools Trust and maintain close relationships with parents and the local community.

The school is ecumenical in outlook and welcomes children from other Christian traditions. It serves the local community and aims to teach Christian values and standards of behaviour and to demonstrate these qualities in everyday life.

Our most recent Ofsted in November 2022 judged the school remained good, and praised the 'real family feel' of the school.

In our SIAMS inspection in March 2018 the school was judged as outstanding.

Further information about the school can be found on our website [The Fellowship of All Saints, Kirkby Overblow and North Rigton \(ycst.co.uk\)](https://www.ycst.co.uk). If you would like any additional information, then please contact us at [admin@allsaints.ycway.uk](mailto:admin@allsaints.ycway.uk) and we will respond to your enquiry as soon as possible.

Please apply by emailing your completed application form with a covering letter detailing the particular skills you would bring to the role, to [admin@allsaints.ycway.uk](mailto:admin@allsaints.ycway.uk) by 9.00am on Friday 5 July 2024. Interviews will take place the week commencing Monday 8 July 2024.

I look forward to hearing from you.

Yours faithfully

Amber Andrews  
Headteacher

## General Teaching Assistant

**21 Hours per week.**

**Working days of Monday – Thursday. 12.30pm – 5.45pm**

**Grade C, SCP 2-4: FTE £22,366 - £23,114 (Pro rata)(Pay award pending)**

### Term time only

We are seeking to appoint an enthusiastic Teaching Assistant to join our team. This TA role will work under the direction of the class teachers, to support and improve access to learning across all classes and may include working with children on a 1:1 basis, as well as covering some of the hours at All Saint's Wrap Around Care Club.

The successful candidate will be:

- Motivated, caring and able to use their initiative
- Committed to supporting a learning environment that promotes excellence and the individual learning needs of all pupils.
- Able to work well as part of a team
- Able to inspire and motivate children's learning

In return, we can offer:

- Enthusiastic, friendly children who are keen to learn
- A welcoming school where children are at the heart of what we do
- A committed and motivated staff team

**The closing date for applications is 9.00am, Friday 5 July 2024. Interviews will be held during week commencing Monday 8 July 2024.**

**The School is committed to safeguarding the welfare and safety of our children and the posts will be subject to an enhanced DBS check on appointment.**



**ALL SAINTS**  
CHURCH OF ENGLAND SCHOOL  
KIRKBY OVERBLOW

**JOB DESCRIPTION**

POST: General Teaching Assistant (GTA)	
GRADE: Grade C	
RESPONSIBLE TO: Base Leader	
STAFF MANAGED: None	
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.
<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 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 in respect of groups and individual students</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> </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 professional as required</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> </ul>





# ALL SAINTS

CHURCH OF ENGLAND SCHOOL

KIRKBY OVERBLOW

<p><b>Safeguarding and Promoting the Welfare of Children/Young People</b></p>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils’ personal hygiene, (including personal intimate care) 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>
<p><b>Administration/Other</b></p>	<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> </ul>
<p><b>Health &amp; Safety</b></p>	<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>
<p><b>Data Protection</b></p>	<ul style="list-style-type: none"> <li>• To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<p><b>Equalities</b></p>	<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>
<p><b>Flexibility</b></p>	<ul style="list-style-type: none"> <li>• Yorkshire Causeway Schools Trust 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 YCST Policies and Procedures.</li> </ul>





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**PERSON SPECIFICATION**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<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 in an learning environment</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ level 3</li> <li>• Emotional Literacy Support Assistant Qualification</li> <li>• Appropriate first aid training</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> </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> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to use authority and maintaining discipline</li> <li>• An empathy for equality &amp; diversity</li> </ul>	

