

## Recruitment Pack

**General Teaching Assistant**  
**Part Time, 27.5 hours p/w, Term Time Only**  
**Fixed Term Contract**  
**1<sup>st</sup> September 2019 – 31<sup>st</sup> August 2020**  
**Grade C, Point 2-4 (£17,711 - £18,426 pro rata).**  
**Actual salary £11,184.25 - £11,635.76 p.a.**

Dear Candidate

I am pleased to send you details of the above post. I hope you find the information you need in the enclosures.

If you wish to apply, please do so using the enclosed application form. **Do not send a CV.** Return your application either via email to Sarah Boreham, our HR Administrative Assistant at [boreham.s@northallertonschool.org.uk](mailto:boreham.s@northallertonschool.org.uk) or alternatively post your application to me at Northallerton School & Sixth Form College, Grammar School Lane, Northallerton, DL6 1DD. Please ensure your application arrives no later than **10am on Monday 15<sup>th</sup> July 2019**. Please mark your envelope '**General Teaching Assistant**' in the top left-hand corner.

Please accept my thanks in advance for your interest in the post and I look forward to hearing from you and welcoming you to our school.

Yours sincerely



Mrs V Rahn  
ActingPrincipal



# Northallerton School & Sixth Form College

## The Role

We are looking to fill the position of General Teaching Assistant.

The school is looking for an applicant who is highly motivated, enthusiastic and has excellent communication and ICT skills. An ability to develop effective relationships with students and colleagues is essential.

Candidates should be suitably qualified and experienced and be able to meet the criteria detailed in the person specification.



## JOB DESCRIPTION

POST:	General Teaching Assistant (GTA)
GRADE:	C
RESPONSIBLE TO:	SENCO
STAFF MANAGED:	None
JOB PURPOSE:	To work with teachers to support teaching and learning by working with individuals or small groups of students 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 students 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 students in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs.</li> <li>• Assist in escorting and supervising students 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 students, parents/carers and with other agencies/professionals.</li> <li>• Communicate effectively with all students, families, carers and other agencies/professionals.</li> </ul>
<b>Sharing Information</b>	<ul style="list-style-type: none"> <li>• Share information confidentially about students 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>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with students' 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 students 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 students' work.</li> <li>• Support the use of ICT and adhere to relevant policies.</li> <li>• Supervise and provide access arrangements for students 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>

Data Protection	<ul style="list-style-type: none"> <li>To comply with the school's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health & Safety	<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>
Equalities	<ul style="list-style-type: none"> <li>Promote inclusion and acceptance of all students.</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own and team members understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li><b><i>Northallerton School &amp; Sixth Form College 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 the school's policies and procedures.</i></b></li> </ul>
Customer Service	<ul style="list-style-type: none"> <li><b><i>Northallerton School &amp; Sixth Form College 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.</i></b></li> <li>Northallerton School &amp; Sixth Form College requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue	February 2017



# Northallerton School and Sixth Form College

Learning and Achieving Together

## PERSON SPECIFICATION

**JOB TITLE: General Teaching Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<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 an learning environment</li></ul>	
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Relevant NVQ Level 2 qualification or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Relevant NVQ level 3</li><li>• Appropriate first aid training (Dependent on the schools needs - insert as appropriate)</li></ul>

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<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>• 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>	

## Northallerton

Northallerton is located in the centre of the beautiful county of North Yorkshire, set between the Yorkshire Dales National Park to the west and the North York Moors National Park to the east. The school is approximately 10 minutes from the A19, making it easily and quickly accessible from Teesside, York and Leeds



## Northallerton School & Sixth Form College

Since 1973, Northallerton has been served by two comprehensive schools about one mile apart – the Allertonshire School (11-14 middle deemed secondary) and Northallerton College (14-18). On April 2 2015 these two schools merged to become a single 11-18 school. The new school is called Northallerton School & Sixth Form College. It has approximately 1100 students (200 in the Sixth Form).





In partnership with parents and the wider community, we create a safe environment in which the well-being of our students and staff is a priority. We also work to provide a rich, balanced and varied curriculum, ensuring that all students are challenged to achieve their best and to become confident and independent learners.

## Our Mission Statement

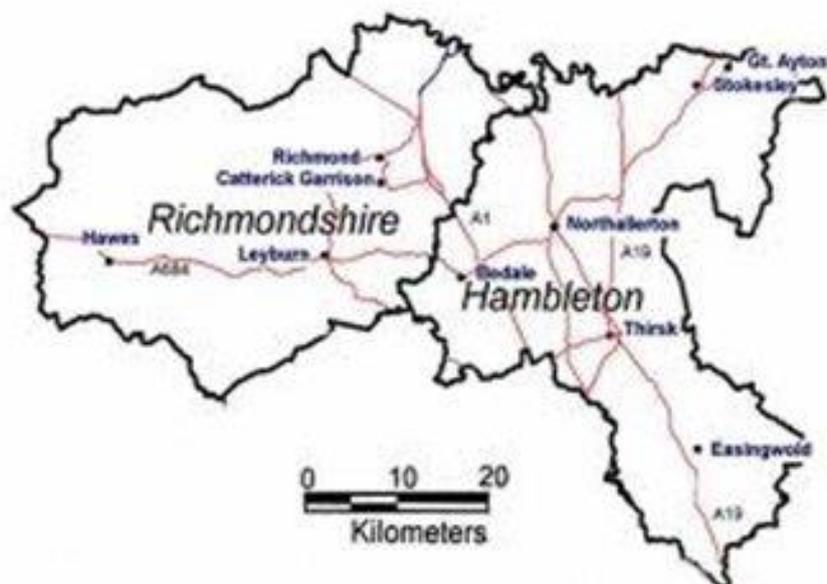
### Our Mission

Our aim is that we learn and achieve together. We expect students 'to be the best they can be' through the values of

- Respect
- Friendship and
- Excellence

To do this we:

- Ensure every student succeeds
- Shape our curriculum to meet students' interests, needs and aspirations
- Strive to be effective in all we do
- Work in partnership in the interests of students
- Manage our resources to support our students.



## Child Protection Information/Instructions for applicant

*We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:*

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with Safer Recruitment and Selection Guidance, for appointment to this post, references will be taken up prior to interview.
3. All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bind overs.
4. At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.
5. All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. **This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974** therefore all convictions, cautions and bind overs, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to North Yorkshire County Council, the appointment will be subject to satisfactory completion of a six month probationary period (Applies to school support staff posts).
6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Board’s, Local Authority’s and School’s Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.