

HUTTON RUDBY PRIMARY SCHOOL



Interim Executive Headteacher: Mr M White | **Headteacher:** Mr R Johnson

Address: Doctor's Lane, Hutton Rudby, Yarm, North Yorkshire, TS15 0EQ

Telephone: 01642 700203 **Email:** admin@huttonrudby.n-yorks.sch.uk



May 2024

Dear Candidate,

RE: Application for the post of General Teaching Assistant at Hutton Rudby Primary School

Thank you for your interest in the General Teaching Assistant vacancy at Hutton Rudby Primary School. We are seeking to appoint a dedicated professional, starting on 2nd September 2024 and working 30 hours a week on a fixed-term contract until August 31st 2025. It is hoped that the contract will be extended but this will be funding dependent.

Due to the flexibility of the existing workforce, we are able to take into account the skills, expertise and preferences of candidates with respect to the age group(s) that you will work alongside. The successful applicant will be an enthusiastic teaching assistant who is able to inspire and motivate pupils. They will also be able to utilise excellent interpersonal skills and work as part of a very-effective team.

To apply, please read the job description and person specification carefully and then complete the application form to the best of your ability.

Applications must be returned by 12pm Friday 10th May. Late applications will not be accepted.

Please note that online checks may be undertaken, as part of the recruitment process, on information available in the public domain. This is part of North Yorkshire Council policy and school safeguarding arrangements. We would therefore encourage you to disclose anything that may be relevant to your application.

Please find enclosed the following:

1. School Information Sheet
2. Advert
3. Job Description
4. Person Specification
5. Application Form
6. Equalities Monitoring Form (included within the application form)

Yours sincerely,

Mr M White
Interim Executive Headteacher

Mr R Johnson
Head Teacher



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Required from 2nd September 2024: General Teaching Assistant

Term Time Only – 30 Hours per week

NJC Scale, Grade CD (£12.00 – 12.38 per hour)

Fixed Term Contract until 31st August 2025

The Governors are seeking to appoint an excellent general teaching assistant to join our friendly and ambitious school. There is flexibility with respect to the year group(s) that the successful applicant would be working in and this can be discussed at interview.

This position is for a 30-hour working week on a fixed term contract until 31st August 2024.

The successful candidate will be very capable teaching assistant who is able to inspire and motivate children and work within a highly effective team.

If you are interested in the above position, please download the application pack and form, read the instructions carefully and apply.

If you have any further questions or would like to visit the school, please contact the Mrs Jo Smith via jobs@huttonrudby.n-yorks.sch.uk for further details. Visits to the school are encouraged.

This post is subject to Enhanced DBS Clearance.

Application forms must be returned by 12pm on Friday 10th May 2024.



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JOB DESCRIPTION GENERAL TEACHING ASSISTANT

POST:	General Teaching Assistant (GTA)
GRADE:	Grade CD
RESPONSIBLE TO:	Head Teacher
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	<ul style="list-style-type: none"> • 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
Communication	<ul style="list-style-type: none"> • 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
Sharing information	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> 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
Administration/Other	<ul style="list-style-type: none"> 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
Health & Safety	<ul style="list-style-type: none"> 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
Data Protection	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Customer Service	<ul style="list-style-type: none"> 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
Date of Issue:	



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PERSON SPECIFICATION – GENERAL TEACHING ASSISTANT

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> An awareness of child/young person's development and learning An understanding that children/Young people have differing needs 	<ul style="list-style-type: none"> 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
Experience <ul style="list-style-type: none"> Experience appropriate to working with children in a learning environment 	
Qualifications <ul style="list-style-type: none"> Relevant NVQ Level 2 qualification or equivalent 	<ul style="list-style-type: none"> Relevant NVQ level 3 Appropriate first aid training (Dependent on the school's needs - insert as appropriate)
Occupational Skills <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Basic ICT Skills
Personal Qualities <ul style="list-style-type: none"> Demonstrable interpersonal skills. Ability to work successfully in a team. Confidentiality Flexibility 	<ul style="list-style-type: none"> Creativity
Other Requirements <ul style="list-style-type: none"> 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 	

