



## Saxton Church of England Primary School

Dam Lane

Saxton

Tadcaster

LS25 5PN

Telephone: 01937 557396

Headteacher: Mr R M Weights B.Ed, FHA

### Information for Applicants for Post of Part-time GTA

#### The School

Saxton Church of England Primary School is a small, rural primary school serving the area of Saxton and Scarthingwell. There are currently 57 children on roll.

We are a Church of England School and our links with the Church are strong. In May 2018 we converted to become an academy and were one of the first members of the STAR Multi-Academy Trust. From September 2019 our school 'federated' with Saxton CE Primary School and the schools work very closely together. There is a shared leadership arrangement working under a single governing body.

The school has a happy, family atmosphere. The children here are well motivated and we have high expectations of them. Teaching is of a very high standard and our results over several years have been exemplary. The staff work together as a strong team, alongside parents and governors.

There are just three classes in the school. EYFS, Year 1 & Year 2 children are taught together in Willow class, Year 3 & Year 4 are taught together in Sycamore class, and Year 5 & Year 6 are taught together in Maple class.

#### The Location

Saxton is a small village in a rural area off the A661 between Tadcaster and Sherburn-in-Elmet. The A1 is very close and there is easy access to Leeds, York, Selby, Garforth, Tadcaster and the M62.

#### The position

We are looking for an experienced colleague who will enhance our team. This is a part-time position to provide pastoral and learning support in lower KS2. Some tasks will be general classroom support, and there may be support for individuals or groups of learners. There is some flexibility in working hours which can be negotiated.

You need to be a positive person who is self-motivated and enthusiastic, able to bring out the best in young people. You need to be able to work closely with other teachers and non-teaching staff and be a good communicator. The school has a good track record of mentoring new staff and facilitating career progression.

The job description and selection criteria (enclosed) indicate some of the qualities that are essential or desirable for this post. If you have these qualities and can also offer something more please ensure that you tell us. It is important that you state your curricular strengths and interests.

Closing Date for applications: 8<sup>th</sup> June at noon.

Shortlisting will take place on: 10<sup>th</sup> June 2022



Interviews will take place during the week of: 13<sup>th</sup> June 2022

Thank you for your interest.



Rick Weights  
Executive Headteacher



**Monk Fryston & Saxton Federation of CE Primary Schools**  
**JOB DESCRIPTION**

<b>POST:</b>	<u>General Teaching Assistant (GTA)</u>
<b>GRADE:</b>	<u>Grade C</u>
<b>RESPONSIBLE TO:</b>	<u>Head Teacher / Deputy Headteacher</u>
<b>STAFF MANAGED:</b>	<u>None</u>
<b>POST REF:</b>	<u>JOB FAMILY: 7</u>
<b>JOB PURPOSE:</b>	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>JOB CONTEXT:</b>	<p>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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs, either in school or remotely</li> <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>• 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</li> </ul>

	other agencies / professionals
<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>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<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>
<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 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> <li>• Undertake a school-wide role in a specific project or aspect of work</li> </ul>
<b>Health &amp; Safety</b>	<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>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<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>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The STAR MAT 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</li> <li>• The STAR MAT 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</li> </ul>
<b>Date of Issue:</b>	May 2022

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your contract changes or as the organisation of the Trust or School is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Trust and School's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the STAR MAT and school's policies, and supporting documentation in respect of these issues.

## PERSON SPECIFICATION

### JOB TITLE: General Teaching Assistant

<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>	<ul style="list-style-type: none"> <li>• Recent relevant experience of supporting learning in a primary school</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent</li> <li>• GCSE equivalent or above in English and maths</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ level 3</li> <li>• Appropriate first aid training (Dependent on the school's needs - insert as appropriate)</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>• 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</li> </ul>	

spoken English is essential for the post	
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NB – Assessment criteria for recruitment will be notified separately.

