



Information for Applicants for Support Staff

Position: General Teaching Assistant (GTA)

Salary: Scp 2 (£8,244 pro rata)

Contract: Part time/ Temporary

Start Date: 31st October (or as soon as possible afterwards)

Monk Fryston Church of England Primary School

Chestnut Green

Monk Fryston

Leeds

LS25 5PN

Telephone: 01977 682388

Email: admin@mf.starmat.uk

Headteacher: Mr R M Weights B.Ed, FHA





29th September 2022

Dear Colleague

Thank you very much for taking an interest in the post of General Teaching Assistant at Monk Fryston Church of England Primary School.

We are looking for an outstanding GTA who will enhance our team. This is a part time contract, initially for a fixed term until the end of July 2023. Additional HLTA hours can also be made available for suitably qualified candidates. There is some flexibility in working pattern, although the preference would be 4 mornings and 3 afternoons every week. You need to be a positive person who is self-motivated and enthusiastic. 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.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I would like to thank you again for your interest in the post. If you are excited by this opportunity, I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Weights'.

Mr Rick Weights
Executive Headteacher



The Application Process

If you wish to apply for the post of Teaching Assistant, then you should:

- pay particular attention to the following whilst assembling your application:
 - Job description and person specification for the role of GTA
 - School Outcomes
 - The school website <https://mf.starmat.uk/>
 - THE STAR MAT website <https://web.starmat.uk/>
- Fully complete the online application form <https://bit.ly/STARSupportApp>, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with an email address for each). Do not enclose additional CVs.
- Your supporting statement should be no more than the equivalent to two sides of A4 (Size 11 font), addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills and knowledge – generic
- Skills and knowledge – special to the role

Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised	30/9/22
Closing time/date for applications	12/10/22 12pm
Shortlisting	13/10/22
Interviews	18/10/22



Appendices

1	The Schools, the Location
2	The School Vision
3	Job Description
4	Person Specification
5	The STAR Multi Academy Trust



Appendix 1

The Schools

Monk Fryston and Saxton Church of England Primary Schools are a very successful federation that was established in 2019. The schools work very closely together, with a single governing body and leadership team, and a cohesive team of staff.

We are Church of England Schools and our links with the Church are strong. In May 2018 we converted to become academies and were the first members of the STAR Multi-Academy Trust.

The schools have a happy, family atmosphere. The children 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 teachers work across both schools as a strong team, together with non-teaching staff, parents and governors.

The schools are different sizes. Monk Fryston is one-form entry, with 210 pupils in total taught in single-aged classes. Saxton is smaller, with just 58 pupils taught in 3 mixed-aged classes. In order to plan effectively, both schools follow the same curriculum rolling programme.

Both schools were inspected in 2022. Monk Fryston is a Good school with 3 Outstanding judgements. It also has an outstanding SIAMS report.

Both schools have achieved the Eco Schools Green Flag award for work in environmental education, and also the Primary Science Quality Mark.

The Location

Monk Fryston and Saxton are rural villages in an area off the A162 between Tadcaster and Sherburn, and the A63 between Selby and Leeds. The A1 is very close and there is easy access to Leeds, York, Selby, Tadcaster and the M62.



Appendix 2

The School Vision

This is our school, where a child's learning story begins. We all take ownership and share a collective responsibility to love and care for everyone here.

We will be better and stronger, because we are working together in our quest to do and be our best.

Motto

Look up, aim high!

Aim

We aim for everybody to show respect and care for others, and experience high levels of success and happiness.

Prayer

This is our school, a place where we learn and always do our best. Help us to remember to love and care for everyone here; to help, to comfort, to be a friend. Amen.

Values

We value success and achievement, in the basic skills and the wider curriculum, so that everyone here is ready for lifelong learning.

There are good relationships in our school; everyone is loved, confident, valued and appreciated.

We believe that empathy, good manners, respect, care for others and moral values are crucial for success.

We value resilience, and ensure everyone is supported to become independent and wise.

We believe that everyone has the right to feel included, safe and happy in our school.

We value enjoyment, so we make learning fun.



Appendix 3

JOB DESCRIPTION:

POST:	<u>General Teaching Assistant (GTA)</u>
GRADE:	<u>Grade C</u>
RESPONSIBLE TO:	<u>Head Teacher / Deputy Headteacher</u>
STAFF MANAGED:	<u>None</u>
POST REF:	JOB FAMILY: <u>7</u>
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.



<p>JOB CONTEXT:</p>	<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>
<p>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</p>	
<p>Supporting Learning & Development</p>	<ul style="list-style-type: none"> • Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs, either in school or remotely • 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 • Assist in escorting and supervising pupils on educational visits and out of school activities • Undertake break supervision as required
<p>Communication</p>	<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
<p>Sharing information</p>	<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
<p>Safeguarding and Promoting the Welfare of Children/Young People</p>	<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
<p>Administration/Other</p>	<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



	<ul style="list-style-type: none"> • 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 • Undertake a school-wide role in a specific project or aspect of work
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 STAR MAT'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
<u>Customer Service</u>	<ul style="list-style-type: none"> • 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 • 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

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.

SIGNED **POST HOLDER**

SIGNED **HEADTEACHER**

DATE



Appendix 4: PERSON SPECIFICATION
PERSON SPECIFICATION

JOB TITLE: General Teaching Assistant

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <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
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in an learning environment 	<ul style="list-style-type: none"> • Recent relevant experience of supporting learning in a primary school
<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent • GSCE equivalent or above in English and maths 	<ul style="list-style-type: none"> • Relevant NVQ level 3 • Appropriate first aid training (Dependent on the schools needs - insert as appropriate)
<p>Occupational Skills</p> <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
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. 	<ul style="list-style-type: none"> • Creativity



<ul style="list-style-type: none"> • Confidentiality • Flexibility 	
<p>Other Requirements</p> <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 	



Appendix 5

The STAR Multi-Academy Trust (MAT)

Our Schools

- Appleton Roebuck Primary
- Brayton CE Primary
- Kellington Primary
- South Milford Primary
- Monk Fryston CE Primary
- Riverside Primary
- Saxton CE Primary
- Sherburn High School
- Sherburn Hungate Primary
- South Milford Primary
- Tadcaster Grammar School

Our Mission

To develop outstanding education in all our schools, which will enable every young person to flourish and realise their full potential.

Our Aims

We will:

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children · Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn.

Our Core Principles

We:

- Expect our schools to actively support each other and to share best practice for the benefit of all
- Are committed to providing services that will keep our schools compliant, financially robust and continuously improving.
- Want all of our schools to retain and celebrate their distinctive identity.

We are:

- Open, honest, fair and straightforward
- Receptive to change and challenge
- Pioneering and outward facing
- Trusting, respectful and supportive of each other
- Prepared to listen to advice
- Empowering of others.

We want our pupils and students to have a consistently excellent school experience and to



achieve strong outcomes. The culture of our Trust is very much one where our schools retain their own distinctiveness. Our Headteachers remain empowered to make decisions about what happens in their schools but, in addition, benefit from high levels of collaboration and sharing of best practice.

As a Trust we aim to provide greater opportunities for recruiting new staff, to retain our existing staff, facilitate leadership development and enhance staff professional development. At a time of reduced funding in schools, our partnership strives to achieve 'better value' and financial stability by providing business support which allows schools greater capacity to develop the curriculum and to support pupils and students. As a Trust of over 4000 pupils and students, and 11 schools, we have access to the School Condition Allocation (SCA) which enables us to access significant capital funding for our school buildings. This amounted to £1.2m for 2019-2020.

All STAR MAT partner schools offer their pupils and students the following opportunities to develop:

Themselves to become:	Their ability to interact with others and contribute positively to society to become:	The knowledge and skills which will equip them for life, with an entitlement to:
<ul style="list-style-type: none"> ● Physically and mentally healthy ● Informed risk takers, problem solvers and critical thinkers ● Articulate communicators ● Reflective, resilient and able to self-regulate 	<ul style="list-style-type: none"> ● Tolerant and respectful of others: different people, places and cultures ● Responsible, aware and engaged citizens: locally, nationally and globally ● Able to develop appropriate and successful relationships 	<ul style="list-style-type: none"> ● Develop mathematical fluency and essential literacy skills ● Be taught a broad, rich and age appropriate programme of study in every subject ● Stimulating and exciting learning experiences both within and beyond the 'classroom' ● Opportunities to take part in sport, performance and other creative activities ● Careers education and guidance