



St. Peter's

Church of England Primary School

Love Learn Shine

General Teaching Assistant

Working Days: Monday to Friday, days negotiable.

Up to 30 hours or 5 days per week. Applications for part time will be accepted

Grade CD, SCP 2-6

Permanent, Term time only

Dear Candidate,

Thank you for taking an interest in the role of GTA.

St Peter's CE Primary School is a friendly family orientated school where the children learn about good behaviour and respect for all. Our vision of *Love Learn Shine* permeates and drives all we do.

Our most recent Ofsted inspection was March 2024.

You will join a happy and highly effective team based at our well known and respected school based in the centre of Harrogate.

We are looking for a GTA to work up to 5 days per week, 30 hours per week. We are happy to accept applications for part time staff.

Our school is committed to continuous professional development and opportunities will be given to share experiences and widen your knowledge.

Further information about the school can be found on our website. If you would like any additional information, then please contact us at admin@stpeters.ycst.co.uk and we will respond to your enquiry as soon as possible.

Please apply by Monday 1 June.

I look forward to hearing from you.

Yours faithfully

Paul Griffiths
Headteacher

Recruitment Safeguarding Information

St Peter's CE Primary School and YCST takes safeguarding very seriously and are committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment.

Online searches on shortlisted candidates will be undertaken prior to interview.

Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service and comply with the Safeguarding Policy and Child Protection Practices of St Peter's YCST. Checks are also undertaken to verify identity, address, qualifications required for the post, right to work in the UK, previous employment history.

For further information please contact the school office on admin@stpeters.ycst.co.uk

Yorkshire Causeway Schools Trust

St. Peter's CE Primary School is part of Yorkshire Causeway Schools Trust, a growing multi academy trust which is currently comprised of nine schools in the Harrogate and Skipton areas. The Trust employs over 600 members of staff who together work to ensure the best possible outcomes for the 3,800 pupils within our schools.

In addition to providing an education that is ambitious for all pupils, the Trust strives to be a good employer and prides itself on value and respect as the basis for all relationships.

Yorkshire Causeway Schools Trust 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 with the Trust. 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.

Yorkshire Causeway has a strong commitment to achieving equality of opportunity in its academies and in the employment of staff. The post holder will ensure that Yorkshire Causeway Schools Trust meets its statutory obligations in relation to all aspects of equality legislation.

JOB DESCRIPTION

POST:	General Teaching Assistant (GTA)
GRADE:	Grade C Point 2-6
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	You will be working with the class teacher 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 with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans • Assist in escorting and supervising pupils on educational visits and out of school activities • Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance.

	<ul style="list-style-type: none"> • Challenge and motivate pupils, promote and reinforce self-esteem.
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 • Receive and hand over appropriate information at the beginning and end of the day
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"> • 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 Trust'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

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 • Knowledge of practices for children with SEN
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in a learning environment 	
<p>Qualifications</p> <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
<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. • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
<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 	<ul style="list-style-type: none"> • Willingness to work 1:1 with children who have additional needs

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| <ul style="list-style-type: none">• 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 | |
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