



Kirkby Fleetham Church of England Primary School

GTA EYFS and KS1

Part time (21 hrs pw) Maternity contract



Candidate Information Pack

Closing date: Sunday 3rd July

Short Listing: Monday 4th July

Interviews: Monday 11th July (TBC)

Welcome to Dales Academies Trust, North Yorkshire

Dear candidate

Thank you for taking your time to download our application pack and expressing your interest in the position of General Teaching Assistant in class one at Kirkby Fleetham Church of England Primary School, a school within Dales Academies Trust (Dales).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within Dales.

Within the pack you will find a job description, a person specification, information about the school and the Trust, as well as details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you in the near future.

Damian Chubb
CEO



**GTA Grade C (2-4) for EYFS KS1
Required for Tuesday 6th September
Part time 21 hrs Maternity Cover**

Grade/Band	GTA, Grade C, Scale point 2-4 (£18,516 - £19264 pro rata)
Minimum Age Requirement	N/A
Vacancy Hours	Part-time position variable (17- 21) hours per week – commencing 21hrs, Term Time Only
Working hours	5 mornings and Tuesday and Thursday afternoons
Contract Type	Maternity cover
Weekend Working	N/A
Application Closing Date	Sunday 3 rd July
Salary Range	NJC Pay Structure
Shortlisting Date	Monday 4 th July 9am
Interview Date	Monday 11 th July (TBC)
Venue for Interview	Kirkby Fleetham Church of England Primary School

Advert Details

The Head Teacher and Governors of Kirkby Fleetham Church of England Primary School are seeking to appoint an, enthusiastic and inspirational GTA to work in our very small nursery, reception and KS1 class. The contract is for maternity cover and is expected to end July 2023. We are also advertising for a GTA to cover breakfast club from 8am each morning, and this post could be combined with that.

We are looking for a candidate who is:

- An enthusiastic and hard-working team player
- Energetic, motivated, positive with a can-do attitude Committed to high-standards and expectations
- Creative, interesting and willing to take risks
- Resilient and flexible
- Personable with a good sense of humour
- Willing to support the Christian ethos of the school

What we can offer:

- Happy and welcoming pupils, staff, governors and parents
- Pupils with good behaviour and a thirst for knowledge
- A warm, collegiate and supportive environment in which to work, learn and develop
- Opportunity to work in collaboration with other schools and be part of the establishment of the Dales Academies Trust
- A chance to be part of a caring, Christian environment with exciting visions for the future

The successful candidate will become part of a team that is enthusiastically driving the schools forward and building upon their achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner. Christian values are at the heart of all that we do.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. The school is also committed to safer recruitment procedures. This post is subject to an Enhanced Disclosure and Barring Check.

We welcome visitors to our lovely school would really like to meet you prior to your application. If you would like to request an application pack or arrange a visit to the school, please contact the school office and speak to Mrs Kat Hunter (01609 748431 or email kfadmin@eckf.dalesmat.org).



Background

Dales Academies Trust

Dales Academies Trust is a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Anglican Dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos will be derived from and informed by the Church of England's commitment to education and schooling over more than 200 years.

To date Dales consists of the following schools:

- All Saints Church of England Academy (Secondary)
- Barton Church of England Primary School
- Croft Church of England Primary School
- Eppleby Forcett Church of England Primary School
- East Cowton Church of England Primary School
- Ainderby Steeple Church of England Primary School
- Carnagill Primary School
- Kirkby Fleetham Church of England Primary School
- Middleton Tyas Church of England Primary School
- Ravensworth Church of England Primary School
- Richmond Church of England Primary & Nursery School
- South Otterington Church of England Primary School
- Thornaby Church of England Primary
- St Francis of Assisi Church of England Primary school

Kirkby Fleetham CE School

Our vision statement 'Building Futures with love' is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every



opportunity to flourish. Recently judged to be good by Ofsted, we value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

Our school is a very happy and unique small school providing Nursery places and wrap around care for children from 3 – 11 years. We work in close collaboration with Ravensworth, East Cowton and Barton Church of England Schools under the leadership of one Headteacher and one leadership team, whilst ensuring that the individual identities of each school are cherished.

School Leaders work together to provide an exceptional curriculum and enrichment opportunities and we believe that every child should be encouraged to achieve the highest standards possible, in an atmosphere where all success, great or small, is properly celebrated.

Our School is a charming Victorian building located in the picturesque village of Kirkby Fleetham in North Yorkshire. It is 8 miles to the west of Northallerton and 5 miles north of Bedale, just a few minutes' drive from the A1.

There is an active Friends of the School organisation, and parents are actively involved in school life.

Visits to school are welcome and encouraged. Please telephone the school secretary, Mrs Kat Hunter to arrange a convenient time. Completed application forms should be returned by email to kfadmin@eckf.dalesmat.org by Sunday 3rd July.

It is expected that **interviews** for the post will be held on Monday 11th July 2022. Please alert referees that we may request references at short notice.

The following headings may be helpful in completing your letter of application.

- Qualifications for the post.
- Experience and how this may apply to the post.
- Personal strengths, abilities and skills in support of your application.

Details of the interview arrangements will be sent out to those on the shortlist. Thank you in advance for completing your application. If you have not heard from us by 8/7/22, please assume you have not been successful this time.

Yours sincerely

Helen Dudman

Mrs Helen Dudman
Head Teacher

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

Terms and Conditions

The employer for this post is the Dales Academies Trust.

The post is based at Kirkby Fleetham C E Primary School

An Enhanced DBS is required for this post.

Closing date: Sunday 3rd July

Short Listing: Monday 4th July

Interviews: Monday 11th July (TBC)

If you would like to apply for this position, please complete the application form and submit it to kfadmin@eckf.dalesmat.org

JOB DESCRIPTION

POST:	General Teaching Assistant (GTA)
GRADE:	Band C
RESPONSIBLE TO:	Line Manager - Executive Headteacher
STAFF MANAGED:	None
POST REF:	Teaching Assistants
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.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Support pre planned learning 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 as required
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 Dales Academies 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
Customer Service	<ul style="list-style-type: none"> • The Dales Academies Trust 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 Dales Academies Trust 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:	June 2022

Dales Academies 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.

PERSON SPECIFICATION

JOB TITLE: General Teaching Assistant

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<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 the Early years curriculum
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in a learning environment 	<p>Experience of working within a KS1 or Early Years setting</p>
<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 • Paediatric 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 • Able to use own initiative 	<ul style="list-style-type: none"> • Creativity • Sense of humour
<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 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
boundaries with children and young people <ul style="list-style-type: none"> • 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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