



Ainderby Steeple Church of England Primary School

GTA and MSA Combined Role

Full Time (27 hours) GTA Permanent Contract

MSA (5 hours) Permanent Contract



Candidate Information Pack

Closing Date: Friday 24th March – 12 Noon

Short Listing: Monday 27th March

Interviews: Wednesday 29th March

Start Date: Tuesday 2nd May 2023 (or as soon as possible)



Welcome to Ainderby Steeple C of E Primary School - 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 and Midday Supervisory Assistant at Ainderby Steeple 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 at Ainderby Steeple CofE Primary School.

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.

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

Rachel Peart

Headteacher





**Combined Role
GTA Grade C (2-4)
MSA Range B (2)**

**Required for 2nd May 2023 – Or as soon as possible thereafter
Full Time – Permanent Post**

Grade/Band	GTA (2-4) – (20441.47 - 21189.33 per annum pro rata) Actual Salary NJC 2 - £12731.02 Actual Salary NJC 4 - £13196.79 Actual Salary MSA NJC2 - £2278.12`
Minimum Age Requirement	N/A
Vacancy Hours	Full-Time Position GTA (27) Hours Per Week – Term Time Only – Plus 5 PD Days MSA (5) Hours Per Week – Term Time Only
Working Hours	27 Hours GTA Monday/Tuesday/Wednesday/Thursday/Friday 8.45-12.00am Monday/Tuesday/Wednesday/Thursday 1.30 – 3.30pm Friday – 1.30 – 4.15pm 5 one-hour lunchtime slots – 12.00pm – 1.00pm Daily (MSA)
Contract Type	
Weekend Working	N/A
Application Closing Date	Friday 24 th March – 12 Noon
Salary Range	NJC Pay Structure
Shortlisting Date	Monday 27 th March
Interview Date	Wednesday 29 th March
Venue for Interview	Ainderby Steeple Church of England Primary School

Advert Details

The Head Teacher and Governors of Ainderby Steeple CofE Primary School are seeking to appoint an, enthusiastic and inspirational GTA to work in our small, rural school. The role is a combined role and the successful applicant will also work as an MSA for five hours. The contract is a permanent contract.

We are looking for a candidate who is:

- An enthusiastic and hard-working team member
- Energetic, motivated, positive with a can-do attitude
- Committed to high-standards and high 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
- Willing to learn and be keen to access CPD

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 school 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 and the school's Christian vision is embedded in the daily life of the school 'Together we love, learn and grow.'

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 friendly school and 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 O'Connor (01609 773519 or email admin@ainderby.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)
- Kirkby Fleetham Church of England Primary School
- Barton Church of England Primary School
- Middleton Tyas Church of England Primary School
- Croft Church of England Primary School
- Ravensworth Church of England Primary School
- Eppleby Forcett Church of England Primary School
- Richmond Church of England Primary & Nursery School
- East Cowton Church of England Primary School
- South Otterington Church of England Primary School
- Ainderby Steeple Church of England Primary School
- Thornaby Church of England Primary
- Carnagill Primary School
- St Francis of Assisi Church of England Primary school

Dales Academies Trust is committed to safeguarding and the successful applicant will be required to obtain a satisfactory enhanced DBS check. [Policy - Dales - Safeguarding and Child Protection.pdf \(dalesmat.org\)](#)

Ainderby Steeple Church of England Primary School

We are a small, happy school with currently 83 children and a Preschool. We work exceptionally well as a small school team. The school became an academy in January 2019 as part of the Dales Academies Trust and works closely with other schools in the Trust. Our vision statement 'Together we love, learn and grow' 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 a developing, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. Our children have fun learning together and work hard together.

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

Our School was built in 1968 and is located in the picturesque village of Morton on Swale in North Yorkshire. Morton-On-Swale is a large village and civil parish in the Hambleton district of North Yorkshire. The village lies on the A684 road about 4 miles west of the town of Northallerton. Our School is just a few minutes drive from the A1.

There is an active 'Friends of the School' organisation called Friends of Ainderby Steeple School (FASS) and parents are actively involved in school life.

Visits to school are welcome and encouraged. Please telephone the school secretary, Mrs Janet O'Connor to arrange a convenient time to visit. Completed application forms should be returned by email to admin@ainderby.dalesmat.org by Monday 24th March. It is expected that **interviews** for the post will be held on Wednesday 29th March 2023. 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 Tuesday 28th March 2023, please assume you have not been successful this time.

Yours sincerely

Rachel Peart

Mrs Rachel Peart
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 Ainderby Steeple CofE Primary School

An Enhanced DBS is required for this post.

Closing Date: Friday 24th March – 12 Noon

Short Listing: Monday 27th March

Interviews: Wednesday 29th March

Venue for Interview: Ainderby Steeple Church of England Primary School

Start Date: Tuesday 2nd May 2023 or as soon as possible thereafter.

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



JOB DESCRIPTION

POST:	General Teaching Assistant (GTA)
GRADE:	2-4
RESPONSIBLE TO:	Line Manager – 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

	<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
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:	March 2023

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)
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• Knowledge of Behaviour management techniques	<ul style="list-style-type: none">• Good understanding of child development and learning processes• Knowledge of Child Protection and Health & Safety policies and procedures• Knowledge of the National Curriculum and Early Years Curriculum
Experience <ul style="list-style-type: none">• Experience appropriate to working with children in a learning environment	<ul style="list-style-type: none">• Experience of working within a Primary School within either an: Early Years, KS1, or KS2 setting• Experience of supporting with the delivery of a validated systematic, synthetic phonics scheme.
Qualifications <ul style="list-style-type: none">• Relevant NVQ Level 2 qualification or equivalent	<ul style="list-style-type: none">• Relevant NVQ level 2/3 or above as listed as ‘Full and Relevant’ for Early Years• Paediatric first aid training
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• Able to use own initiative	<ul style="list-style-type: none">• Creativity• Sense of humour• Determination
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	

Essential Upon Appointment	Desirable on Appointment (if not attained, development may be provided for successful candidate)
<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 	

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.

JOB DESCRIPTION

JOB TITLE: Midday Supervisory Assistant

POST:	Midday Supervisory Assistant
GRADE:	Band B (2)
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	None
POST REF:	Midday Supervisory Assistant
JOB PURPOSE:	To work as part of a team, monitoring pupil behaviour during the midday break to ensure a caring and safe environment.
JOB CONTEXT:	Required to work indoors and outdoors when supervising the children and young people to ensure their safety. Enhanced DBS Clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none">• Supervise the playground area, playing fields, cloakrooms and classrooms etc, during the lunchtime break.• Assist with the removal of food and equipment once pupils have eaten their lunch.• Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.• Assist in the implementation of appropriate behaviour management strategies as required• Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.• Resolve minor disputes between pupils• Assist in the supervision of other activities during the midday break, including setting out and storing equipment
Communications	<ul style="list-style-type: none">• Establish rapport and respectful, trusting relationships with children, young people and those caring for them.• Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.• Communicate effectively with all staff and pupils.• Provide support and encouragement to children and young people.
Safeguarding	<ul style="list-style-type: none">• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.• Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.• Be aware of own (and others') professional boundaries.• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

Systems and Information	<ul style="list-style-type: none"> • Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days by agreement with the Headteacher.
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.
Health and 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. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Date of Issue:	March 2023

PERSON SPECIFICATION

JOB TITLE: Midday Supervisory Assistant

Essential Upon Appointment	Desirable on Appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Awareness of health and hygiene issues	<ul style="list-style-type: none">• Behaviour management• Good written and verbal communication skills
Experience <ul style="list-style-type: none">• Experience appropriate to working with children.	
Occupational Skills <ul style="list-style-type: none">• Judgemental skills• Demonstrable interpersonal skills• Ability to work successfully in a team• Confidentiality• Initiative	
Qualifications	<ul style="list-style-type: none">• Appropriate first aid training or willingness to undertake training <i>(Dependent on the school's needs)</i>
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 Continual 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 and be able to use authority and maintain discipline• To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery	