

APPLICATION PACK

Advanced teaching assistant
(Early Years Post & Years 1-6 Post)



**Working and learning together
to improve children's lives**

Contents

- The Recruitment Process at Askwith Primary School
- School Information
- Child Protection Statement
- Job Description
- Person Specification
- How to find us

Email : askwith@ycatschools.co.uk
Website : www.askwith.n-yorks.sch.uk
Tel : 01943 462896

Headteacher : Mrs E Nayler
Chair of Governors : Mrs H Barker
Status : Multi Academy Trust



The Recruitment Process at Askwith Primary School

Dear Applicant

Advanced Teacher Assistant Vacancies

Thank you for your interest in the above post at Askwith Primary School. We are currently seeking to fill two posts, one advanced teaching assistant in the Early Years class and one to work in years 1 to 6 as needed. These posts will initially be temporary, **commencing 5th September 2022 and ending 31st August 2023** but may be made permanent. Both posts can either be full time (32.5 hours per week) or part time (2 to 4 days, to suit candidate). Both posts will be term time only plus training days. Both posts will be pay band D scale point 5. This job application pack will provide you with additional information about the school and the position.

Please supplement your application with a letter of no longer than two sides of A4 paper. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school. Please also state whether you are interested in the Early Years post or the year 1-6 post, and whether you are interested in the full time or a part time roll.

The closing date for applications is Wednesday 22nd June. Completed applications should be emailed to Mrs. Bentley to askwith@ycatschools.co.uk. Candidates selected for interview will be informed by email. The interviews are scheduled for Wednesday 29th June.

If you have any questions about the posts or the recruitment process, or would like to visit the school, then please email Mrs. Bentley on askwith@ycatschools.co.uk.

Yours sincerely

Mrs E Nayler
Headteacher



School Information

We are a village school near Otley and Ilkley with a calm, caring and family ethos. Our children are enthusiastic and hardworking pupils who show care and concern for each other and achieve high standards. Not surprisingly, our school has been consistently judged 'outstanding' by OFSTED

On the 1st August 2015, Askwith Primary School converted to an academy and was one of the three founding members of Yorkshire Collaborative Academy Trust (YCAT) with Harrogate Bilton Grange Primary School and Lothersdale Primary School. Further details are provided on the YCAT website.

Our curriculum threads SMSC (Spiritual, Moral, Social and Cultural) across all subject areas and school life and ensures pupils are aware of the history and values of Britain and prepares pupils for life in modern Britain.

Our school is always striving to identify ways to improve the impact of teaching on pupils' progress and is well supported in our work by many collaborative partnerships with schools and higher education.

Askwith School's children develop creative and enquiring minds and enjoy a curriculum that has a wide range of interesting activities and experiences and is well supported by educational visits.

We have a nursery admission to our reception class and this gives children the perfect start to school.

The success of our school is a result of the strong partnership between pupils, teachers, parents, governors and the local community. Our website is full of school and wider curriculum information and is recommended viewing for candidates to learn more about our school. hope you enjoy your visit. If you have any further questions, please do not hesitate to contact us.

AIMS

We aim to create an environment where children feel secure and are helped to grow towards physical, emotional, spiritual and intellectual maturity. We promote equality of access and every child is valued. We endeavour to foster their learning and develop their gifts and talents.

For further information please refer to our website, www.askwith.n-yorks.sch.uk.



Child Protection Statement

Askwith Primary School is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with DCFS Safer Recruitment and Selection Guidance, for appointment to this post, references will be taken up prior to interview.
3. All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bindovers.
4. At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.
5. All appointments will be subject to a satisfactory, enhanced level CRB check, a minimum of two satisfactory references and medical clearance. This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bindovers, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to the Yorkshire Collaborative Academy Trust, the appointment will be subject to satisfactory completion of a six month probationary period.
6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Board’s, Local Authority’s and School’s Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.

Job Description & Person Specification

**Post : Early Years Advanced Teaching Assistant
and
Years 1-6 Advanced Teaching Assistant**

See attached Job Description & Person Specification documents.

How to find us

Askwith is a village and civil parish in the Harrogate district of North Yorkshire. The village is located in Wharfedale, and is close to the border of West Yorkshire.

Nearby towns are Otley, Ilkley and Burley-in-Wharfedale.

The school is located on Askwith Lane. Parking is available in the village hall car park across the road.

For more detailed instructions on how to locate us please use the following website or use LS21 2HX in your SatNav.

