

# JOB APPLICATION PACK

**Early Years teaching assistant  
vacancy**



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

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Email : [askwith@ycatschools.co.uk](mailto:askwith@ycatschools.co.uk)  
Website : [www.askwith.n-yorks.sch.uk](http://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

## Early Years Class Teacher Assistant Vacancy

Thank you for your interest in the above post at Askwith Primary School. This full time vacancy is for the role of teaching assistant in the Early Years class. This temporary post will **commence on 24<sup>th</sup> January 2022 and end 31<sup>st</sup> August 2023** but may be made permanent dependent on intake the following year. 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.

The closing date for applications is 10am Friday 14<sup>th</sup> January. Completed applications should be emailed to Mrs.Bentley on [askwith@ycatschools.co.uk](mailto:askwith@ycatschools.co.uk). Candidates selected for interview will be notified by midday Tuesday 18<sup>th</sup> January and will be informed by email. The interviews are scheduled for Friday 21<sup>st</sup> January.

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. We are a lead National Teaching School with a strong focus on developing effective teaching methods that best meet our pupils' needs.

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 as an established teaching school 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 designed to make communication with everyone as easy as possible. You will be able to find copies of recent newsletters to parents and carers and general information about the organisation of the school. We 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](http://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

**Post** : Early Years Teaching Assistant

**RESPONSIBLE FOR:** Development of the nursery children under the guidance of the class teacher

**JOB PURPOSE:** Promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teaching assistant is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.

**KEY RESPONSIBILITIES:**

- 1. Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible**
- 2. Plan work alongside the class teacher to meet the learning needs of allocated pupils in a consistent and effective way**
- 3. Use appropriate strategies to motivate pupils and enable each to progress**
- 4. Support the class teacher in maintaining the progress of pupils for whom the postholder is responsible**

**Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate**

- 6. Make an active contribution to the policies and aspirations of the school**

To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teaching assistants.

To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.

To achieve any performance criteria or targets arising from the School's Performance Management arrangements

## Teaching Assistant Duties

- To work alongside under the guidance of the class teacher.
- To demonstrate high expectations, respect and commitment to children.
- To communicate sensitively and effectively with parents and carers.
- To be aware of statutory frameworks i.e. responsibilities under the SEN Code of Practice, Safeguarding and Child Protection.
- To be responsible to the Headteacher through the management structure of the school.
- To demonstrate high motivation and responsibility for professional development and attend all staff meetings and INSET days.
- To treat as confidential all that is discussed in staff meetings, INSET sessions or personal interviews with the Head teacher.
- To ensure good quality resources are used effectively and safely.
- To participate in arrangements for Performance management.

## Person Specification

Attributes	Essential	Desirable
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>▪ Good health, stamina, energy</li> <li>▪ Articulate</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ GCSE Maths and English grade C or equivalent</li> <li>▪ Level 3 Early Years Educator</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Recent EYFS experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contributing to Extended Schools activities</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Commitment to attend appropriate INSET</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recent Child Protection/safeguarding training</li> </ul>
<b>CIRCUMSTANCES - PERSONAL</b>	<ul style="list-style-type: none"> <li>▪ Flexibility of circumstances should allow attendance if INSET days</li> </ul>	
<b>DISPOSITION ADJUSTMENT ATTITUDE</b>	<ul style="list-style-type: none"> <li>▪ Dependable and committed to high quality teaching, learning and improvement</li> <li>▪ Flexible and creative</li> <li>▪ Open-minded, energetic, enthusiastic and ability to inspire confidence</li> <li>▪ Team player and good sense of humour</li> <li>▪ Positive attitude towards pupils and parents</li> <li>▪ Commitment to education beyond the classroom</li> <li>▪ Commitment to safeguarding the welfare of all pupils</li> </ul>	
<b>PRACTICAL /INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>▪ Excellent personal organisational skills</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Committed to equal opportunities for all</li> <li>▪ Commitment to positive code of behaviour</li> <li>▪ Self-reliant and motivated</li> </ul>	

## 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.

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