



Norton CP School

CANDIDATE INFORMATION PACK

General Teaching Assistant

23.75 hours each week, term time only

(Monday to Friday 8.30am to 1.15pm)

Welcome to Norton Community Primary School,

I am delighted you have shown an interest in joining us and look forward to sharing with you what makes our school a very special place to work.



Norton Community Primary School is a larger than average sized primary school (617 on roll). Due to increasing pupil numbers, in September 2017 we became a split site school, with the development of our new building on Langton Road to accommodate our Year 5 and Year 6 pupils.

We pride ourselves on maintaining a caring and friendly environment which encourages children to want to do their best. Our strong pastoral care ensures that pupils are safe and happy whilst parents and carers feel supported. Children are at the heart of everything we do.

We are committed to teaching and learning being of the highest quality in an inclusive, challenging and supportive environment. Children make better than average progress in our school as a result of the consistently high expectations we have for behaviour and learning.

Through our Norton Values of Friendship, Determination, Courage, Excellence, Respect, Inspiration and Equality children develop into responsible, considerate and creative members of the community, ready to face their next challenge in education. Our curriculum aims to inspire and teach progressive skills and knowledge to prepare pupils for the future learning and employment.

Liz Parker
Headteacher



Values and Ethos

At Norton Community Primary, children come first; our priority is to deliver high quality teaching and learning whilst at the same time promoting new experiences which provide rich and truly enjoyable learning opportunities for our community of children. We aim to encourage children to achieve their very best intellectually, physically and socially. Children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. Our school is a thriving, purposeful community of learners where adults and children work together in an environment which promotes high quality teaching and learning. Our highest expectations of behaviour enables them to maximise their learning opportunities and encourages them to become well-mannered, tolerant and respectful citizens.

We want every child to be successful; to have high aspirations from the very first day they join us and throughout their school lives so that when they leave us, they are communicative, knowledgeable, are proud of their achievements and are equipped with the necessary key skills for the rest of their lives.

Our aims for all children are that...

- they should be safe, secure and happy in school.
- they have equal access to the curriculum, regardless of ability, social background, gender, race or religion.
- they acquire the necessary skills of literacy and numeracy in order to raise levels of achievement within and beyond the National Curriculum.
- they experience a broad and balanced curriculum where knowledge, skills and understanding can develop at a pace matched to individual needs.

Application Process

The closing date for applications is 12pm Monday 28th February 2022

Interviews are planned for week commencing 28th February 2022

Completed application forms must be returned to Helen Piercy at:

helenpiercy@norton-pri.n-yorks.sch.uk

If you would like to apply for the job, please complete the enclosed application form to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume that your application has been unsuccessful.

JOB DESCRIPTION

POST:	General Teaching Assistant (GTA)
GRADE:	Grade C
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	<p>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.</p> <p>To support EAL pupils with their learning.</p> <p>May work in the classroom or appropriate location within the school, with access to support and guidance as required.</p>
JOB CONTEXT:	<p>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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
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 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
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 County Council'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 County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity,

	<p>dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</p> <ul style="list-style-type: none">• The County Council 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:	

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 and experience of supporting EAL children • Knowledge of Behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice
<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 (Dependent on the school's needs - insert as appropriate)
<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">• 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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