



**Boroughbridge**  
High School

## General Teaching Assistant

Term Time Only (Plus 5 Professional Development Days).

NYCC Grade CD: £17,899 actual (Pay Award Pending)

Fixed Term until 31<sup>st</sup> August 2025

Immediate Start

33 hours per week (Monday to Friday)

**(Alternative working hours and pattern will be considered)**

Contributory pension scheme, employee discounts and generous holidays

Boroughbridge High School are currently seeking an individual to join our team of GTA's, who is committed to working with young people, helping them to achieve their full potential. You will support teaching, in the delivery of the national curriculum and other learning processes, to both groups and individual pupils. It is essential you have strong organisational skills and excellent communication and interpersonal skills suitable for dealing with colleagues and students.

Working hours for this post are 33 per week - 8.45am - 3.40pm 4 days per week  
8.45am - 4.10pm 1 day per week.

Each day includes a 25-minute lunch break  
(Alternative working hours and pattern will be considered)

In return, we offer a competitive salary, an Employee Discount Scheme and access to a contributory local pension scheme.

We are seeking a highly motivated individual for this role.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

**Closing date:** Midday, Monday 7<sup>th</sup> October 2024

**Interviews:** to be confirmed

For an application form please visit our school website.  
Completed application forms should be returned via email to [vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth

*Please note that CVs will not be accepted.*



# Information on How to Apply

Please download an application form and complete.

Please use the section 16 “Supporting Evidence” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

Closing date: **Midday, Monday 7<sup>th</sup> October 2024**

Interviews: to be confirmed

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to [vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.



BOROUGHBRIDGE HIGH SCHOOL

ED6702

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

## BOROUGHBRIDGE HIGH SCHOOL

### JOB DESCRIPTION

<b>POST:</b>	<b>General Teaching Assistant (GTA)</b>
<b>GRADE:</b>	Grade CD (scp 3 - 4)
<b>CONTRACT TERM:</b>	Fixed Term Term Time Only plus 5 Professional Development Days (No holidays will be taken during term time unless under exceptional circumstances and with prior agreement of the Headteacher)
<b>HOURS OF WORK:</b>	33 hours per week (working 8.45am - 3.40pm 4 days per week & 8.45am - 4.10pm 1 day per week. Each day includes a 25-minute lunch break)
<b>RESPONSIBLE TO:</b>	Headteacher/SENCO
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	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.
<b>JOB CONTEXT:</b>	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

	<p>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>
<p><b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b></p>	
<p><b>Supporting Learning &amp; Development</b></p>	<ul style="list-style-type: none"> <li>• Support pre planned learning/behaviour activities as directed by the teacher</li> <li>• 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</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Undertake break supervision as required</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> <li>• Communicate effectively with all pupils, families, carers and other agencies / professionals</li> </ul>
<p><b>Sharing information</b></p>	<ul style="list-style-type: none"> <li>• Share information confidentially about pupils with teachers and other professional as required</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> </ul>
<p><b>Safeguarding and Promoting the Welfare of Children/Young People</b></p>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>

<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work</li> <li>• Support the use of ICT and adhere to relevant policies</li> <li>• 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</li> <li>• Participate in appraisal, training and other learning activities</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• 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</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The County Council 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</li> <li>• 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</li> </ul>
<b>Date of Issue:</b>	June 2023

PERSON SPECIFICATION

JOB TITLE: **General Teaching Assistant**

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications &amp; Training</b>  Childcare Qualification at Level 2 (or equivalent).  Appropriate first aid training <i>(Dependent on the schools needs - insert as appropriate)</i>		X    X	2 & 5    2 & 5
<b>Experience</b>  Experience appropriate to working with children in an education setting.	X		2 & 4
<b>Skills &amp; Knowledge</b>  Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.  Good understanding of child development and learning processes.	X		2, 3 & 4

Behaviour management.		X	2 & 4
		X	2 & 4
<b>Personal Qualities</b>			
Demonstrable interpersonal skills.	X		2 & 4
Ability to work successfully in a team.	X		2 & 4
Confidentiality.	X		2 & 4
<b>Other Requirements</b>			
To be committed to the school's policies and ethos.	X		2 & 4
To be committed to Continuing Professional Development	X		2 & 4
Motivation to work with children and young people.	X		2 & 4
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		2 & 4
Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.	X		2 & 4

<p><b>Equal opportunities</b></p> <p>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</p>	X		2 & 4
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**Assessment: 1. Test prior to shortlisting (i.e. all applicants)**

**2. From application form**

**3. Test after shortlisting**

**4. Probing at interview**

**5. Documentary Evidence**

**6. OTHER (Please specify)**