



Teaching Assistant

Closing date: Thursday 26th January 2023, at 9am

Recruitment Information Pack

Lady Lumley's School

Swainsea Lane, Pickering, North Yorkshire

YO18 8NG

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Dear Applicant

Thank you for taking an interest in joining our staff at Lady Lumley's. I hope reading about our school gives you a sense of a driven community school, ambitious to do all we can to see staff and students thrive.

Lady Lumley's school has a proud tradition and heritage of providing quality education. A trailblazer in the pursuit of education for all – welcoming the children of farming families and girls long before this was a requirement. Building on those foundations, Lady Lumley's is a truly comprehensive school of 900 students drawing from the town of Pickering, surrounding villages and rurality as well as from Scarborough and all points in between.

'Being our best' signals Lady Lumley's commitment to school improvement. We are ambitious for all our students and staff and strive to improve teaching and learning through constant evaluation and positivity. Our curriculum offer is broad and balanced, giving students a clear progression route through the school that builds the fundamental knowledge and understanding to allow them to specialise for Key Stage 4 then again at Key Stage 5. Lady Lumley's curriculum gives all students the best chance of being successful at GCSE, A Level and Vocational Provision, ensuring our above national average outcomes open doors for life chances.

Our staff are integrated into thorough well-constructed CPD that looks to build strength in the classroom as well as modelling the pursuit of improvement. Ensuring all our strategic planning is built of evidential educational research is fundamental to ensuring we are investing staff time where it will reap rewards. A love of learning is a necessary mindset to thrive at Lady Lumley's.

Lady Lumley's is equally ambitious for our students to experience an enriched learning journey with a diverse offer of experiences. From trips abroad to Bordeaux, Saint Émilion and Dune de Pyla in France and Weiz in Austria our students also visit Belgium and France in Year 10 for the GCSE Battlefields Experience and Krakow and Auschwitz in Year 11, 12 and 13 for Religious Education. There are numerous theatre and music trips and visits taking in everything from Opera to Pantomime. The excellent sporting facilities are always fully booked with traditional team sports running alongside rock climbing and table tennis. Our Duke of Edinburgh scheme is ever popular and Lady Lumley's students show leadership in this testing qualification right through to the Gold Award. With regular orienteering, canoeing and mountain biking our students also contribute hundreds of hours to volunteering and raise thousands of pounds for charity. Nurturing the growth of students through Enriching their experience enables Lady Lumley's to prepare students to thrive locally or to move on to different cultures and experiences.

We value our pastoral staff and system as the cement that holds the school together. There are very high expectations of students conduct and a transparent and fair policy for rewards and consequences. All our students are supported through school with dedicated tutors and a Pastoral Officer with additional expertise available from the Pastoral Team and SLT. There are weekly 'Life' lessons to educate students with powerful knowledge to enable them to

keep themselves safe and to have well placed confidence outside of school. Our staff and students deserve to feel safe and valued throughout their time at Lady Lumley's.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust as we are a unique school with a shared Trust vision. Through leadership development, collaboration and investment Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

If you have read this and are committed to joining a school that is driven by ambition to be better, values a comprehensive community school and thrives on being part of a team, then we look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. A. Foden'.

Clair Foden
Headteacher



Visions and Values

Lady Lumley's School is driven by the vision of 'Being our best'. All staff and all students are asked to commit to our core values:

Learning

Lady Lumley's core purpose is supporting our students and staff to make progress and continually adapt and develop to become lifelong learners.

Leading

Students and staff have regular opportunities to lead within and outside of the classroom to improve themselves and the community.

Ambition

We are relentlessly positive about improving and seeing all mistakes as ways to learn and improve and exceed our potential.

Progress

The journey through Lady Lumley's for staff and students is a journey of improvement. Through striving to be our best we will face some setbacks but will build progress over time.

Our schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

We continue to build on our successes, and we are a family and a team, where everyone is given the challenge and support to be the best they can possibly be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community



To learn more about us please visit -

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.



To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Useful Links

[Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

[Welcome to Pickering. Gateway to the North York Moors, Yorkshire](#)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



We were judged 'Good' by Ofsted in 2022, with pupils that go on to secure a variety of high-quality placements when they leave the UTC.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - www.scarboroughutc.co.uk

Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)



Application Process

The closing date for all applications is Thursday 26th January 2023 at 9am.

Interviews will be held as soon as possible after the closing date

Completed applications must be returned to Danielle Rowley at recruitment@coastandvale.academy

If you think you're the person for the job, please complete the attached application form and send 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 your application has been unsuccessful.

Queries

Please contact Danielle Rowley at recruitment@coastandvale.academy

Job Description

POST:	Teaching Assistant
GRADE:	Grade C, SCP 2
RESPONSIBLE TO:	SENDco Lead
STAFF MANAGED:	None
JOB PURPOSE:	<p>To work as part of the Student Support Department in supporting and integrating students with special needs into mainstream classes.</p> <p>The Assistant Teacher may work with and receive instructions from the Assistant Head Teacher for Teaching and Learning, SENDCo, Teachers, SEN Manager and other professionals.</p> <p>The post covers all areas with regard to provision and access for students at Lady Lumley's School. Assistant Teachers are expected to support students' cognition and learning; behavioural, social and emotional, medical, sensory and physical, communication, and interaction needs, as directed by the SENDCo through the SEN Manager.</p> <p>Assistant Teachers will work in our Access to Learning Centre (ALC) with students who find mainstream education difficult as directed by the SENDCo.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • To develop an understanding of the special needs of the student/s concerned. • To take into account the students special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials. • To help them record work in an appropriate way. • To develop study and organisational skills. • To help keep the students on task and to build motivation. • To help reinforce learning. • To help build the students confidence. • To encourage the inclusion of the student/s within the class. • To undertake medical training, if required. • To administer specialist programmes with students, under the direction of the specialist external services. • To support students with their personal care – in some cases this can mean assistance with going to the toilet, support for eating food at breaks and lunchtimes. • To provide medical support and administer medication, as required such as epipens, and the daily medication of students, under the direction of the SEN Manager and Senior Leader of Engagement and Safety. • To assist students with changing for PE and other activities. • To support the behavioural and emotional needs to students, in line with classroom and school policies. • To undertake assessments of students preferred learning styles. • To support year group mentor times.

	<ul style="list-style-type: none"> • To provide emotional support for students and support additional programmes and therapy offered. • To work with students on enrichment activities and support students during examinations and internal assessments. • To scribe, read and provide practical assistance for external examinations, under the direction of the Examinations Officer and SENDCo. • To support individualised programmes for students on withdrawal from lessons – including SALT programmes and OT support. • To deliver intervention programmes to small groups of students away from the mainstream classroom.
Communications	<ul style="list-style-type: none"> • To support the teacher in the development and the presentation of the student's individual programme. • To have clear lines of communication with the student's teacher. • To have formal meetings with teachers to enable planning and preparation for lessons, where time permits. • Where appropriate, to act as liaison between students and the teacher. • Involvement in keeping records and evaluation of student's programmes. <p>In relation to the school:</p> <ul style="list-style-type: none"> • To assist in Educational Visits for students with additional needs and other whole school events. • To support college transition and work with students off site for KS4 placements and work experience. • To support whole school events and educational visits for all students of the school. • To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate. • To be aware of school policies and procedures, including those relating to confidentiality. • To identify personal in-service needs and to attend appropriate internal and external in-service training. • Any other tasks as directed by the Headteacher, which fall within the scope of the post.
People/Resource management	<ul style="list-style-type: none"> • To liaise with outside agencies and attend meetings and training as required.

Safeguarding	<ul style="list-style-type: none"> • Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce. • Adhere to data protection legislation. • Be responsible for promoting and safeguarding the welfare of children and young people.
Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. • Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust'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 & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure. •
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. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required • To comply with Trust Policies and Procedures.

Customer Service	<ul style="list-style-type: none">• The 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 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.• Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	November 2022

Lady Lumley's School
Person Specification – Teaching Assistant

Essential upon appointment	Desirable on appointment
<p>Experience</p> <ul style="list-style-type: none"> • Working in a busy environment. • Willingness to participate in training / other learning activities and performance development as required 	<ul style="list-style-type: none"> • Experience working in a school • Able to relate well to young people and foster an atmosphere of mutual respect
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Well-developed interpersonal skills to be able to relate well to a wide range of people including youngsters, staff, families, and carers. • Good communication skills • Behaviour management. 	<ul style="list-style-type: none"> • Good understanding of child development and learning.
<p>Qualifications</p> <ul style="list-style-type: none"> • Good literacy / numeracy skills. 	<ul style="list-style-type: none"> • First aid qualification • Childcare Qualification Level 2 or equivalent.
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Dependability and reliability • Demonstrate interpersonal skills • Confidentiality • Ability to work successfully as part of a team. • Ability to form and maintain appropriate relationships and boundaries with children and young people. • Emotional resilience in working with challenging behaviours: and attitudes to use authority and maintaining discipline. 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the trust's policy and ethos. • To be committed to Continual Professional Development. • Enhanced DBS clearance required • Ability to understand the appropriate relationships and personal boundaries with children and young people. 	