

# Batley Parish CE (VA) JIN School

## Candidate's Welcome Pack



Vacancy: Part time temporary teaching assistant to work 1:1 in KS2.

## **Recruitment Schedule**

Visits to the school:	Friday 27 <sup>th</sup> December at 4:00pm 2020
Closing Date for applications:	Thursday 3 <sup>rd</sup> December at 2:00pm 2020
Shortlisting:	Monday 7 <sup>th</sup> December 2020
Interviews:	Thursday 10 <sup>th</sup> December 2020
Start Date:	Tuesday 5 <sup>th</sup> January 2021

# Together, we are one!

“We are far more united and have far more  
in common than that which divides us”

Jo Cox



Batley Parish is a caring family which enables every individual to flourish in our inclusive community. We learn to love and love to learn in a trusting environment. We respect, forgive and love one another. Working together, Batley Parish enables us to have hope for a brighter tomorrow.



**Batley Parish CE VA J, I and N School**  
**Stocks Lane**  
**Batley**  
**WF17 8PA**

[www.batleyparishpri.kgfl.dbprimary.com](http://www.batleyparishpri.kgfl.dbprimary.com)  
Mr P Sunter BA(Hons) QTS (Headteacher)  
Tel: 01924 326361  
E-Mail: [office.batleyparish@kirkleeseducation.uk](mailto:office.batleyparish@kirkleeseducation.uk)  
@batleyparish1



Dear candidate,

Thank you for taking the time to look at our advert, which might be the first small step you will take on your journey to joining our school team.

As headteacher, I am extremely proud and fortunate to lead a very talented leadership team, who are driving our school towards the success that the children of Batley Parish deserve.

Batley Parish (or BP, as we are known) is a diverse and inclusive school located on the fringe of Batley town centre. We are a one form entry school - with a larger than average (65 place) nursery offering flexible provision for 3 and 4 year olds, including 30 hours of free child care for qualifying families.

Batley, which recently celebrated the 150<sup>th</sup> anniversary of the formation of its Borough Council, is one of several small towns that, along with Huddersfield, form the Kirklees local government district. We are handily located close to the M62 motorway. The centres of Bradford, Leeds, Wakefield and Brighouse are all within a 5 mile journey of our school. The White Rose Shopping Centre and Birstall Retail Park are both a stone's throw from the school whilst The Peak District, Yorkshire Dales and North York Moors National Parks are all about an hour's drive away.

Our spacious grounds are a green oasis surrounded by a busy urban environment. We have been very productive over recent months developing exciting learning and play resources to make the most of our outdoor spaces.

At BP we learn from each other every day and hold true to our school values of **community, hope, love, trust, respect** and **forgiveness**. Our motto: '**Together We Are One**' sums up the way we all work together to succeed.

Please do take the time to make an appointment to find out more about our harmonious school: a learning community where children work with aspiration, dedication and a love of life! I look forward to meeting you soon to find out how you can contribute to our success.

Yours Sincerely

Phil Sunter  
Headteacher



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Dear Applicant

If you are reading this you have already decided to explore the possibility of applying for a post at Batley Parish, so let me tell you about the school.

Batley Parish School is situated near the centre of Batley opposite the ancient Parish Church. Whilst the Admissions Policy favours children with a connection with the church, the school's intake is multi-cultural, with children from diverse attending. There is one class in each year group, with a 65 place nursery on the same site.

Having previously been graded outstanding by Ofsted, the school has gone through many changes in terms of its demographics, staffing and leadership. Under the leadership of Mr Sunter, the school has begun the long road of improvement and is on course to achieve a good grading at our next inspection, which is due in 2020. Crucial to the development of the school were the appointments of key school leaders, who are helping to drive through the required changes to teaching & learning and aspects of the curriculum. With hard work and support from a variety of sources, the school is on an upward trend and a recent, independent assessment was complimentary about the achievements made in the programme of improvement. The journey is well under way and the school has recently reviewed its' vision, ethos and values.

If you decide to visit the school, and I hope that you will, I believe that you will see the following attributes:

- Children who are courteous and enthusiastic about their learning;
- Strong leadership and management;
- A dedicated, well-motivated staff team, who rise to the many and varied challenges in education;
- A commitment to its Christian ethos and strong links with the Parish Church;
- Partnership with the other schools in Birstall and Batley (BBEST) and others;
- Close working relationships with the Kirklees and the Anglican Diocese of Leeds.

We are looking for new members of staff to be versatile, ready to work hard and to have the potential to become outstanding classroom practitioners to complement the staff team and be a part of the team that secures strong outcomes for the children of Batley Parish. Please take the time to view the school website, to read through the application pack and to visit the school in order to see the excellent education provided. I hope that you will get a great insight into what makes this school successful and a special place in which to work.

We look forward to receiving your application which should outline your experience and how you meet the requirements of the post.

Yours sincerely

Catherine Hall  
Chair of Governors





## Job Description

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**SECTION:** ALL SCHOOLS MODEL - ETA

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**JOB TITLE:** EDUCATIONAL SUPPORT ASSISTANT

**GRADE:** 5

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### **PURPOSE OF JOB**

To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting the Teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and the Teacher in the management of pupils in the classroom.

Work may be carried out in the classroom or outside the main teaching area.

### **KEY AREAS**

1. Teaching Support.
2. Pupil Support.
3. Curriculum Activities.
4. General.

### **DUTIES & RESPONSIBILITIES**

#### **1. Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the direction of the Class Teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 Under the guidance of the Teacher, supervise activities and assist with the general management and control of pupils in school.
- 1.4 Under the direction of the Teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the Teacher's approach.

- 1.5 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.6 To provide basic clerical duties where required e.g. photocopying, filing etc.
- 1.7 Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- 1.9 To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- 1.10 As directed by the Teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
- 1.11 To undertake relevant training and development as required from time to time by the Headteacher or LA, and be involved in ongoing development reviews of skills and competencies.

## **2. Pupil Support**

- 2.1 To provide support and guidance under the direction of the Teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.
- 2.7 To provide lunchtime cover as required.

## **3. Curriculum Activities**

- 3.1 Under the direction of the Teacher, assist in the structured and agreed learning activities/teaching programmes.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.

#### 4. **General**

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 4.2.1 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

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**RESPONSIBLE TO:** Headteacher/Class Teacher/Senior Educational Teaching Assistant

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**RESPONSIBLE FOR:** None

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<b>JD Reference No</b>	SS/ETA05
<b>JD Prepared / Amended</b>	OCT 2009
<b>Refers to Estab(s)</b>	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children/young people.	Application Form/ Selection Process	A
		1.2	Experience of working with children/young people in a school environment.	Application Form/ Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist pupil's with their work.	Application Form/ Selection Process	A
		2.2	Completion of DfES Teacher Assistant Induction Programme.	Application Form/ Certificates	B
		2.3	NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	Application Form/ Certificates	B
		2.4	Training in the relevant learning strategies e.g. literacy.	Application Form/ Selection Process	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Curriculum and other basic learning programmes/strategies.	Selection Process	A
			Understanding of Child Development and Learning.		
		3.2	Understanding and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	A
		3.3		Selection Process	A
4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning.	Application Form/ Selection Process	A
		4.2	Ability to communicate effectively with pupils and staff members.	Application Form/ Selection Process	A
		4.3	Ability to relate to children/young people from diverse ethnic/social backgrounds.	Selection Process	A

		4.4	Ability to work as a team member.		A
		4.5	Ability to work with children exhibiting behaviour difficulties.	Application Form/ Selection Process	A
				Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	A
		5.2	Commitment to ongoing training and development.		A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check.	Selection process	A
			<b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form/ Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

<b>ES Reference No</b>	CS05
<b>ES Prepared/Amended</b>	JAN 2015
<b>Refers to Estab(s)</b>	

