



**SENIOR EDUCATIONAL TEACHING
ASSISTANT RECRUITMENT
CANDIDATE INFORMATION PACK**

CLOSING DATE: 30th September 2022
INTERVIEW DATES: To be confirmed

OUR VISION AND VALUES

VISION STATEMENT

This is the culmination of our visioning process combining the thoughts and ideas generated by everyone involved:

Working together:-

- ▶ We will provide an environment in which children feel happy, safe and cared for.
- ▶ We will nurture curiosity, creativity and confidence.
- ▶ We will encourage our children to turn their aspirations into reality.
- ▶ We will prepare children for challenges, opportunities and responsibility.
- ▶ We will celebrate the individuality and achievements of every child.

NURTURE ~ ASPIRE ~ ACHIEVE



INFORMATION ABOUT OUR SCHOOL

KEY FACTS AND STATISTICS

Type of School	Trust School
Denomination	None
Age Range	3-11
Number of children	432
% with SEN	10%
% with EAL	2%
% of FSM	16%

ABOUT OUR SCHOOL

Our school is a larger than average primary school nestled in the Pennine hills of the Colne Valley, close to Huddersfield. It is a vibrant, happy place offering an exciting education for our children in a secure, caring and stimulating environment.

Through the hard work, dedication and commitment of our staff, governors and community we aim to provide an education that excites, nurtures and challenges each child, enabling all children to flourish and achieve their best. We have a very strong commitment to inclusion with provision of opportunities for every child to be able to achieve their potential both academically, socially and in other areas in readiness for the next phase of their learning journey.

We encourage children to be lifelong learners; independent, inquiring, resilient, adaptable and able to make the most of every opportunity they are given. Our commitment to raising standards is delivered through our broad and rich curriculum.

We see parents as partners and hope that you will become fully involved in your child's learning journey. We look forward to working in partnership with you to ensure the very best possible education for the children in our care.

ENVIRONMENT

Our school was originally built in the 1960's and has had several additions to it over the years. The school building is currently undergoing a scheme of refurbishment. In summer 2021 we completed the refurbishment of our Key Stage 1 classrooms including building porches to create cloakrooms for our four KS1 classes. Our Nursery pupils are housed in a separate building within the school grounds.

We are very fortunate that our school buildings are set within extensive grounds which include hard surface playgrounds, a MUGA and a large playing field. We have invested in colourful markings on our Key Stage 1 playground as well as various pieces of playground equipment including climbing walls, gym equipment, a stage and a piece of brightly coloured modular climbing equipment.

The pupils in Early Years enjoy playing and learning in their own large, well-resourced and stimulating outdoor environment. In addition to this, we have a forest school area and access to a pond which we share with St John's C E Primary School.

We have been upgrading our IT offer within school, installing a Smart TV in every classroom and more recently giving each class an ipad to expand on teaching opportunities. We encourage children to ensure that all resources are well cared for.

ENRICHMENT

We pride ourselves in offering a wide range of after school clubs and activities led by staff within school and external agencies. We provide a variety of sports clubs, a cooking club, choir and music ensembles, coding club and a toy library for our younger pupils.

Our School Council and ECO committee meet regularly and make a valued contribution to school. Visitors are invited in to classrooms to enhance lessons as appropriate and pupils regularly take part in educational visits linked to the curriculum content that they are studying.

Staff enjoy planning whole school enrichment days to celebrate events such as World Book Day. We also employ a specialist music teacher who delivers music lessons to children across school and encourages pupils in developing self-confidence and performance skills through their participation in performances across school including during our golden table lunchtime celebration.



COMMUNITY LINKS

We encourage positive relationship with parents and we look to work in partnership with parents to achieve the best outcomes for children. We have a PTFA group made up on a group of parents and staff who meet on a regular basis to organise fundraising events. The money raised is held by the PTFA and supports extra curricular trips as well as capital purchases.

We are part of the Aspire Learning Trust, this provides opportunities for staff to establish links with other schools within the trust to share good practice, network and support their own continuous professional development. The link also gives pupils opportunities to take part in events with the other schools, such as our annual aspirations day which is run alongside our trust schools to great success.

SAFEGUARDING AND INCLUSION

We are an inclusive school and ensure all children are valued as members of our school community and are able to express their individuality. Our teachers are skilled in ensuring that lessons are well differentiated and support staff are deployed to support the learning of individual pupils and small groups as appropriate. Our SENDCO is quick to identify to specific needs and liaises with external agencies to address any concerns. We currently have three trained Designated Safeguarding Leads within school who respond quickly to any concerns raised by staff, children, external professionals or other members of the community.

Keeping children safe is of the utmost importance to everyone at Golcar JIN School. The wellbeing of our staff and pupils is also of great importance to us. We have been lucky enough to be a part of a Kirklees Mental Health trailblazer which has allowed us to train staff and equip them with the skills needed to tackle difficult topics with children and also take measures to look after their own mental health and wellbeing.

KIRKLEES COUNCIL

SECTION: ALL SCHOOL MODEL - ETA

JOB TITLE: SENIOR EDUCATIONAL TEACHING ASSISTANT 7
(NURSERY SUPPORT)

GRADE: 7

PURPOSE OF JOB

To be a member of a multi-disciplinary team, under the leadership of the Teacher and Head teacher and under the agreed education plan to work with the Children in the class/unit/nursery.

To contribute to the holistic development of the children in their care through the provision of a quality Early Years curriculum.

To effectively encourage a friendly, stimulating environment where positive attitudes are established in a variety of social contexts.

KEY AREAS

1. Providing Care and Early Learning Support
2. Working as Part of a Team
3. Supporting the Nursery Provision
4. General

DUTIES AND RESPONSIBILITIES

1 Providing Care and Early Learning Support

- 1.1 Undertake activities necessary to facilitate the holistic development of individuals and groups of children, those with Special Needs – including gifted and talented children.
- 1.2 To record and monitor children's development as required by the school.
- 1.3 Actively engage in any pre-determined educational activities and work programmes.
- 1.4 To liaise with parents and carers as appropriate.
- 1.5 Monitor any concerns arising with individual children and report these

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KIRKLEES COUNCIL

to their designated supervisor as appropriate.

- 1.6 To participate in the general care and behaviour management of the children.
- 1.7 Take part in home visits when required.
- 1.8 To liaise with other agencies i.e. Speech Therapist, Hearing and Visually Impaired Services, as required.

2 Working as Part of a Team

- 2.1 To attend meetings, during contracted hours, relevant to the performance of the post holder and the nursery provision.
- 2.2 To support colleagues in all aspects of Nursery provision as required.
- 2.3 Undertake relevant training, during contracted hours, to enhance the performance of duties and personal development.
- 2.4 To assist in the monitoring and evaluation of practices and procedures as necessary.
- 2.5 Liaise with team members as required to highlight particular needs of individual children.

3 Supporting the Nursery Provision

- 3.1 Supervise the activities of individuals or groups of children to ensure their well-being and safety (inside and outside).
- 3.2 To participate in promoting a quality curriculum that upholds, established school policies, regarding sensitivity to the needs and requirements of different ethnic and social backgrounds.
- 3.3 To participate in the preparation of equipment and materials for each nursery/unit/class session.
- 3.4 To participate in the presentation of children's work and the compilation of displays.
- 3.5 To assist in the maintenance of equipment and materials in the nursery.
- 3.6 Assist in maintaining stock and resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of services.

4 General

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- 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
<http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

- 4.2 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.

RESPONSIBLE TO: (school to indicate)

RESPONSIBLE FOR: None

JD Reference No	SS/ETA07/NS
JD Prepared / Amended	JAN 2010
Refers to Estab(s)	

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EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People

SECTION: All Schools Model

JOB TITLE: Senior Educational Teaching Assistant (Nursery Support)

GRADE: 7

ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1. RELEVANT EXPERIENCE	1.1	Previous childcare experience within a nursery setting.	Application form/selection process	A
	1.2	Experience of working with young children with Special Educational Needs.	Application form/selection process	B
	1.3	Experience of implementing individual educational plans.	Application form/selection process	A
2. EDUCATION AND TRAINING ATTAINMENTS	2.1	NNEB Certificate/BTEC National Diploma or equivalent.	Application form/selection process	A
	2.2	Educated to GCSE level or above including Maths and English or able to demonstrate work at this level.	Application form/selection process	A
	2.3	Relevant training and development in an appropriate subject area.	Application form/selection process	A
3. GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of child development and aspects of childcare, early education and playwork.	Application Form/Selection process	A
	3.2	Awareness of Health & Safety and Hygiene issues.	Selection process	A
	3.3	Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection process	A
	3.4	Understanding of the Children Act requirements.	Selection process	A

4.	SKILLS AND ABILITIES	4.1	Ability to provide stimulating play activities appropriate to the needs of the children.	Selection Process	A
		4.2	Ability to assess the needs of children with a variety of Special Educational Needs.	Application Form / Selection Process	B
		4.3	Ability to communicate effectively, sympathetically and confidentially at all levels, with colleagues, parents other professionals, and external agencies.	Application Form/Selection Process	A
		4.4	Ability to work as a member of a planning team to contribute to development programmes.	Selection Process	A
		4.5	Ability to work on own initiative and make minor decisions.	Selection Process	A
		4.6	Written communication skills in order to produce reports and update records.	Application Form/Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development	Selection Process	A
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/Selection Process	A

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.

ES Reference No	CS07/NS
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	

