

Position of
CURRICULUM TEACHING ASSISTANT
PRE-PREP SCHOOL

Yarm Preparatory School,
North Yorkshire



Co-educational | Day School | Ages 3-11 | IAPS



Application pack for
**CURRICULUM TEACHING ASSISTANT
PRE-PREP SCHOOL**

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THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium.

The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

THE ROLE

We are looking to appoint a Curriculum Teaching Assistant to join our Pre Prep Team to cover a fixed term maternity leave post from 4th January 2024 till 31st August 2024.

The post is an ideal opportunity to be part of a vibrant team and contribute to school life in a dynamic and vibrant learning environment. The ideal candidate will be currently working in a school support role or have had previous experience working with young children in a classroom setting.

The Curriculum Teaching Assistant will enjoy a wide range of duties and be fully immersed in the day to day learning and operations of the school. They will be required to support lessons across the curriculum, sports sessions and fixtures, extra-curricular clubs, activities, trips and events at school. There is also a requirement for the successful candidate to attend Inset training, to attend parents evenings and attend Open Days throughout the course of the academic year, all of which are outside the advertised hours and covered by the salary. Therefore the successful candidate must be flexible to the requirements of the school demands and fully engaged in the culture and goals of the school.

The post is full time 40 hr/week, term time only position, with 8 hours of work per day to be carried out between the hours of 7.30am - 6pm, Monday to Friday. The daily

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start and finish times are dependent on the duty rota, which will be shared in advance by the Head of the Pre Prep. This is a term time only role to cover the Spring and Summer term, pro rata annual leave from the statutory entitlement may only be taken in the school holidays. School Secretaries, the School medical staff, the HR

LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%) eligibility applies
- Life assurance (death in service benefit of twice annual salary) eligibility applies
- Dedicated on-site free parking
- Employee Benefits Scheme and Employee Assistance Programme
- Cycle to Work Scheme
- Discounted Auditorium tickets for School productions

KEY TASKS AND RESPONSIBILITIES

A Curriculum Teaching Assistant will be expected to carry out a variety of tasks, which may include:

- Assisting with Pre-Prep School lessons by showing initiative, learning alongside the children and running small focus groups
- Ensuring equipment is available, stored correctly and regularly utilised
- Assisting with specialist lessons as required, including Games and P.E.
- Preparation, attendance and assisting at School events as required, including parents evenings, school plays, sports tournaments and Open Mornings
- Take an active part in the school's professional learning process and be responsible for their own personal development and attendance at Inset training sessions held throughout the year, some of which will be held out of school hours
- Assisting with playtime supervision and other duties as requested, including before and after school
- Working in the classroom under the supervision of the teacher to assist small groups of pupils in practical learning situations, e.g. phonics/Maths groups/ individual reading
- Accompanying school trips, including residential trips
- Display work around School, e.g. mounting of work for displays
- To participate in the Holiday Schools which operate during major holidays, assisting with the care of the younger children, for which overtime at the current hourly rate will be paid.

- At all times seek to promote the welfare and happiness of the children.
- Such other duties/tasks may be reasonably required by members of the Prep Management Team

Essential Requirements

- Good academic qualifications at GCSE / A level and/ or Degree
- An understanding of the ethos of Yarm Preparatory School, the role and what working in a school entails
- Flexibility regarding working hours, including a willingness to take part in residential visits
- The ability to work with children across the age range from Nursery to Year 6
- The ability to command the respect of pupils, parents and staff
- Ability to engage pupils in the classroom
- Have a sense of humour
- A positive and motivated approach to working in a school
- A calm manner and patience
- Breadth of personal interests and an active interest in a variety of sports/pursuits



CONTRACTUAL MATTERS

- The successful candidate will be expected to take up appointment on the 4th January 2024 and the contract will terminate on the 31st August 2024.
- The FTE annual salary is £17,702 - £18,881 depending on the experience of the successful candidate. The salary will be prorated to 8 months and paid in equal monthly instalments.
- This contract is for 40 hours/week Monday to Friday, the work is to be completed between the hours of 7.30am - 6pm (dependent on duties) with a 30 minute unpaid lunch break.
- Yarm School is committed to safeguarding the welfare of its pupils. This post, like all others in the School, will be subject to an enhanced DBS and other vetting checks including satisfactory references from the previous employer and another appropriate referee. Confirmation of the appointment will be subject to satisfactory completion of a medical questionnaire once the post has been offered.
- Pension and Life Insurance scheme for eligible employees
- Employee Benefit Scheme is available to take advantage of a variety of schemes and retailer discounts.
- No smoking or vaping on site
- Free on site parking

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.



APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School, which should be completed and emailed to prepschool@yarmschool.org. All questions must be answered. The candidate may also submit a Curriculum Vitae, but this is not a requirement. Applications should be submitted with a covering letter explaining why the candidate and post are mutually suited.

APPLY

Applications should be e-mailed to the Head of the Pre -Preparatory School, Mrs Joanne Speight, as soon as possible and no later than **12 noon Tuesday 31st October 2023**.

Shortlisted candidates will be invited for an in person interview at some point during the week commencing Monday 13th November.

The school reserves the right to shortlist and recruit a candidate prior to the deadline date, which is why early submission of application forms is advisable.

email: prepschool@yarmschool.org

Yarm Preparatory School
Grammar School Lane
Yarm
Stockton on Tees
TS15 9ES
Telephone 01642 781447

Further information about the School, together with an application form and job description, can be found on our website at www.yarmschool.org under "vacancies". Please e-mail if you have any difficulties or queries.