

Position of
CURRICULUM TEACHING ASSISTANT
PRE-PREPARATORY SCHOOL

Yarm Preparatory School,
North Yorkshire



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



Tes Schools Awards 2024

Winner

Independent Prep School of the Year



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THE ROLE

We are looking to appoint a temporary Curriculum Teaching Assistant on a fixed term contract to join our Pre-Prep Team in Nursery. The post is to begin on 06 January 2025 and to end on the 03 July 2025 (Spring & Summer Term only). This is an ideal opportunity to be part of a vibrant team and contribute to school life in a dynamic 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, after school care, 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 yearly salary. Therefore the successful candidate must be flexible to the requirements, 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 7.45am - 6pm, Monday to Friday. The daily start and finish times are dependent on the duty rota, which will be shared in advance by the Head of the Pre-Prep.

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.



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%) & Life assurance (death in service benefit of twice annual salary).
- Dedicated on-site free parking.
- External employee benefits scheme providing access to a variety of retailer discounts.
- Free Employee Assistance Programme providing confidential counselling, legal and financial advice.
- Use of school gym outside school hours.
- Discounted Auditorium tickets for School productions
- Training and CPD available on inset days.
- Variety of paid absence schemes to support our employees when required.
- Excellent location to Yarm High Street with access to retailers and river walks.
- A conscientious approach to sustainable development and proactive in incorporating green initiatives around the school.

KEY TASKS AND RESPONSIBILITIES

Curriculum Teaching Assistants in Nursery are directly responsible to the Head of the Pre-Prep School. The role may also include other responsibilities as delegated by members of the Prep Management Team.

The following responsibilities and duties are not exhaustive and a Curriculum Teaching Assistant should be prepared to be flexible in order to best meet the needs of the pupils and the School.

Key responsibilities:

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

- Assisting with Nursery sessions 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 PE and Music.
- Preparation, attendance and assisting at School events as required, including parents evenings, school plays 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 open 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.
- 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

- Qualifications at NVQ / GCSE level.
- 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.

Desirable Requirements /Attributes

- A desire to pursue a career working in education.
- A Paediatric First Aid qualification or the willingness to train in this area.
- Experience of working in a school.
- Evidence of a breadth of personal interests.
- NVQ Level 3 in childcare or equivalent (or higher) level relevant qualification.
- A level / Degree qualification.
- High standard of accurate written English.

It is hoped that the Classroom & After School Care Assistant will want to participate in Holiday Schools, for one, two or three weeks during major holidays, assisting with the care of the younger children. Additional payments will be made for this holiday time commitment.

CONTRACTUAL MATTERS

- The successful candidate will be expected to take up appointment on the 6th January 2025 and finish on the 3rd July 2025.
- The hourly rate of pay is £12.43, the value of the fixed term contract of two terms (21 weeks) is £11,701. This is paid in 7 equal monthly instalments (January to July inclusive).
- Statutory holiday pay is included in the salary and any leave may only be taken in the school holidays.
- 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 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.

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.

This post is exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

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.



SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

APPLY

All applications will be considered on receipt. The application form is available on the [Yarm School website](#).

Deadline: 12noon Tuesday, 26th November 2024.

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 26th November 2024.

Shortlisted candidates will be invited for an in person interview on the 2nd December 2024.

e-mail: prepschool@yarmschool.org

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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.