



APPOINTMENT OF CLASSROOM & AFTER SCHOOL CARE ASSISTANT FOR THE PREPARATORY SCHOOL

Applications are invited for the post of Classroom and After School Care Assistant for the Preparatory School.

THE POST

This term-time appointment is for a fixed period from the date of appointment to the end of the academic year 2021/22. It is a part-time (3pm – 6.00pm) role to provide assistance in class and support the After School Care supervision. There will be the possibility of extending this fixed period into the following academic year.

The hours, (3pm – 6.00pm) Monday to Friday inclusive, will be allocated to sessions requiring assistance and these may change during the year to meet the needs of the school and ensure appropriate ratios are met. The post would therefore suit someone who is seeking part-time employment but can be flexible with hours if needs be, and does not mind working into early evenings. The salary will be in line with the Yarm School Support Staff pay scale and will be set dependent upon the experience of the successful candidate.

The Classroom & After School Care Assistant is responsible to the Deputy Head of the Prep School, although day to day tasks may be set by teaching staff.

OUTLINE JOB DESCRIPTION

This Job Description is not exhaustive and the Classroom & After School Care Assistant should be prepared to be flexible in order to best meet the needs of the pupils and the School.

The Classroom & After School Care Assistant will be asked to carry out a variety of tasks:

Classroom Assistant duties:

- The general support of teaching staff in the classroom
- Hearing children read and recording their progress
- Discipline of children to maintain expected standards of behaviour
- Supporting staff at important events such as plays, Sports Day and Prize Giving
- Occasional attendance at Open Days and other events taking place outside school hours
- Participation in relevant training outside school hours
- Accompanying class trips outside school where required
- Other reasonable duties as required

After School Care duties (additional to those as Classroom Assistant):

- Support the maintenance of records of those pupils attending After School Care and After School Clubs from 3.45pm – 6pm across the Nursery, Pre-Prep and Prep School
- Liaison with parents when collecting their children
- Help to develop resources and provision for After School Care

Essential Requirements:

- Understanding of the ethos of Yarm Prep
- Experience of working with children
- An understanding of how to promote the welfare and happiness of children
- Good grades at GCSE or equivalent in English and Maths
- Good oral communication skills
- Flexibility and a positive attitude

Desirable Requirements /Attributes:

- A desire to pursue a career working in education
- 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
- High standard of accurate written English

It is expected that the Classroom & After School Care Assistant may 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

- A. The successful candidate will be expected to take up appointment as soon as possible.
- B. The salary will be commensurate with the responsibilities of the appointment and the qualifications and experience of the successful candidate; it will be reviewed annually.
- C. 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.
- D. The successful candidate will automatically be enrolled in the Yarm School Pension Scheme.

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. Preparatory School teachers are also required to undergo, *inter alia*, a 'Disqualification from childcare' check and a prohibition check. 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 Head of the Preparatory School before attending the interview. A copy of the School's policy on staff vetting and suitability and the DBS Code of Practice may be obtained from the Head of the Preparatory School. Before an appointment is confirmed appropriate checks will be undertaken to confirm identity and qualifications, etc.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School, which 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.

TIMETABLE

All applications will be considered on receipt.

Applications should be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, **as soon as possible and no later than 9am on Wednesday, 1st December 2021.**

e-mail: sri@yarmschool.org

Yarm Preparatory School
Grammar School Lane
Yarm
Stockton on Tees
TS15 9ES

Telephone 01642 781447
Fax 01642 787425

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