



APPOINTMENT OF TEACHING & CURRICULUM ASSISTANT FOR THE PREPARATORY SCHOOL (Years 3-6)

Applications are invited for the post of Teaching & Curriculum Assistant at Yarm Preparatory School. This is a full-time fixed term position based in Key Stage 2 for the remainder of the academic year 2021/22.

Our Teaching & Curriculum Assistants enjoy a wide range of duties and are fully immersed in the day to day learning and operations of the school. They are required to support lessons across the curriculum, run intervention groups, help with sports sessions and fixtures, extra-curricular clubs, activities, trips and events at school.

Our Teaching and Curriculum Assistants have a really positive impact on the learning and development of our pupils and they enjoy being part of a team that contributes to the vibrancy and dynamic nature of school life. The role of Teaching and Curriculum Assistant is ideally suited to candidates who currently work in a school support role or to recent graduates looking to further their career options in education.

THE POST

Teaching & Curriculum Assistants are responsible to the Head of the Preparatory School and are line managed by members of the Prep Management Team.

Candidates must be flexible regarding duties and hours of work and should be available to work between 8.00 am until 5.00pm from Monday to Friday. A commitment to regular late duties from 5pm until 6pm will be required which will be paid as overtime.

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

OUTLINE JOB DESCRIPTION

Our Teaching & Curriculum Assistants are asked to carry out a variety of tasks, which include:

- Assisting with Prep/ Pre-Prep School lessons
- Working with small groups of children to run a variety of intervention and support sessions
- Ensuring learning resources are available and used effectively
- Assisting with Activity lessons and specialist lessons as required, including Games and P.E.
- 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. DT/Maths groups/individual reading
- Accompanying school trips, including residential trips

- Assisting with preparations and attending School events as required (e.g. Open Mornings, Sports tournaments, etc. and attendance at same)
- Display work around School, e.g. mounting of work for displays
- Assisting with office administration as required
- Such other duties/tasks as may be reasonably required by members of the Prep Management Team.

Teaching & Curriculum Assistants should at all times seek to promote the welfare and happiness of the children.

It is expected that the Teaching & Curriculum Assistants participate in the Holiday Schools which operate during major holidays, assisting with the care of the younger children. Additional payments will be made for this holiday time commitment.

Essential Requirements:

- Good academic qualifications at GCSE / A level and/or Degree
- A commitment to ongoing professional development appropriate for their role
- An understanding of the ethos of Yarm Preparatory School
- The ability to get on with children across the age range from Nursery to Year 6
- An active interest in a variety of sports / pursuits
- The ability to command the respect of pupils, parents and staff
- An understanding of what the job and working in a school entails
- Flexibility regarding working hours, including a willingness to take part in residential visits
- A sense of humour
- A positive approach to working in a school
- Breadth of personal interests

CONTRACTUAL MATTERS

- A. The successful candidate will be expected to take up the 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.
- 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.

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 by Association' 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

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 Tuesday, 11th January 2022.**

e-mail: sri@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 on www.yarmschool.org under “vacancies”. Please e-mail if you have any difficulties or queries.