

Position of  
**CURRICULUM AND  
TEACHING ASSISTANT**

Yarm Preparatory School,  
North Yorkshire



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







## THE ROLE

Applications are invited for the post of Curriculum & Teaching Assistant at Yarm Preparatory School. We are looking to appoint full-time and part-time fixed term positions from Tuesday, 30th August 2022 to Tuesday, 29th August 2023.

Our Curriculum & Teaching 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 show initiative when supporting lessons across the curriculum, sports sessions and fixtures, extra-curricular clubs, activities, trips and events at school.

Our Curriculum & Teaching Assistants have a really positive impact on the learning and development of our pupils. They are seen as a key part of our team that drives progress and contributes to the vibrancy and dynamic nature of school life. We provide regular and ongoing professional learning for all staff including our Curriculum & Teaching Assistants.

The role of Curriculum & Teaching Assistant is ideally suited to motivated candidates who currently work in a school support role or to recent graduates looking to further their career options in education.

## 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
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

## KEY TASKS AND RESPONSIBILITIES

Curriculum & Teaching 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. Full time posts are 40 hours a week. The willingness to support occasional late duties from 5pm until 6pm will be required. Extra hours are paid as overtime.

This Job Description is 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.

Our Curriculum & Teaching 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.

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

It is expected that the Curriculum & Teaching Assistants contribute towards our 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 which amounts to a small number of days across the year.





## ESSENTIAL REQUIREMENTS

- Good academic qualifications at GCSE / A level
- A self-starter that shows good initiative
- A commitment to ongoing professional development appropriate for the 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 establish and maintain positive relationships with pupils, parents and staff
- 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

- The successful candidate will be expected to take up appointment on 30th August 2022.
- The salary will be commensurate with the experience of the successful candidate.
- 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.
- Lunch (term time only) and beverages are provided free of charge.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%);
- Employee Benefits Scheme;
- Please note that the School operates a no-smoking policy on its entire site.

## 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. 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 pupil-facing and therefore involves substantial opportunity for access to children. On this basis, it 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



Application pack for  
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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.

Applicants who are invited to interview will be asked to provide details of any criminal record under separate, confidential cover to the Head of the Preparatory School before attending the interview.

## **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. 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**

Informal visits to the School are welcome. The application form is available on the [Yarm School website](http://www.yarmschool.org).

**Deadline: 9am Monday, 6th June 2022**

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 Monday, 6th June 2022.

e-mail: [prepschool@yarmschool.org](mailto:prepschool@yarmschool.org)

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Grammar School Lane  
Yarm  
Stockton on Tees  
TS15 9ES

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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](http://www.yarmschool.org) under "vacancies". Please e-mail if you have any difficulties or queries.