

Position of
**CLASSROOM & AFTER SCHOOL CARE
ASSISTANT FOR THE PREP SCHOOL**

Yarm Preparatory School,
North Yorkshire



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





THE ROLE

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

This term-time appointment is for a fixed period of one year from the date of appointment. It is a part-time role to provide assistance in class and support our After School Care provision. There will be the possibility of extending this fixed period of employment.

The post is suited to someone who is seeking part-time employment and is keen to access a variety of professional development opportunities that the school offers.

The hours, (3pm – 6pm) Monday to Friday inclusive, will be allocated to pupil facing sessions requiring assistance. The allocation of sessions may change during the year to meet the needs of the school and ensure appropriate ratios are met.

The hourly rate of pay is £10.97 - £11.94 which is within Band 4 of the Yarm School Curriculum and Teaching Assistant scale and will be set according to 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 other members of the Prep Management Team and teaching staff.

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%) 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

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 and learning in the classroom
- Hearing children read and recording their progress
- Supporting children to uphold our School Values
- Participation in relevant training to support pupil development
- Occasional attendance at Open Days and other events taking place 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, including sharing handover notes
- Support staff involved with a range of clubs, including after school dance sessions
- Help to develop resources and provision for After School Care

Essential Requirements

- Understanding of the ethos of Yarm Preparatory School
- 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 communication skills
- Flexibility and a positive attitude
- Ability to work in a team and independently
- Professional and calm attitude
- Good ability to implement instructions
- Strong organisational skills

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
- 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 as soon as possible.
- The role is 15 hours per week, 3 hours per day (3-6pm) Monday to Friday, term time only. The hourly rate of pay will be between £10.97 - £11.94. The exact rate will be commensurate with the qualifications and experience of the successful candidate.
- This is a fixed term, part-time position for 1 year.
- The successful candidate will automatically be enrolled in the Yarm School Pension Scheme and will have access to the Employee Benefit Scheme.
- The role demands flexibility to meet the needs of the pupils and the school operational requirement.
- 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 pre-employment 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.

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

All applications will be considered on receipt. The application form is available on the [Yarm School website](http://www.yarmschool.org).

Deadline: 9am Thursday, 9th March 2023

Applications should be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, via his PA, as soon as possible and no later than 9am Thursday, 9th March 2023.

e-mail: louise.white@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.