



# **DUNNINGTON C. E. PRIMARY SCHOOL**



## **SCHOOL SUPPORT ASSISTANT VACANCY 31.25 HOURS PER WEEK**

**TEMPORARY CONTRACT EXPECTED TO BE UNTIL JULY 2022  
(SUBJECT TO NEEDS REVIEW OF NAMED PUPILS)**

**Salary: Grade 3, Level 1-4 (£16,303 to £17,549) reduced pro rata.  
(The living wage supplement applies to all posts advertised under £8.45 per hour)**

**TO START APRIL 2018**



## DUNNINGTON C.E. PRIMARY SCHOOL

Pear Tree Lane  
Dunnington  
York YO19 5QG

Tel 01904 552910

[dunnington.primary@york.gov.uk](mailto:dunnington.primary@york.gov.uk)

[www.dunningtonprimary.co.uk](http://www.dunningtonprimary.co.uk)

Headteacher: *Caroline Hancy*

[head.dunningtonprimary@york.gov.uk](mailto:head.dunningtonprimary@york.gov.uk)

January 2018

Dear Applicant,

### SCHOOL SUPPORT ASSISTANT VACANCY APRIL 2018

Thank you for your interest in becoming a member of our support staff.

The information supplied in the following pages is intended to:-

- provide information about the school
- outline the role and responsibilities of the post
- give details of the application format, timetable for appointment and details of the selection procedure.

I look forward to receiving your application. Should you require any further information about our school and/or the position, please do not hesitate to contact the school on the telephone number above.

Your completed application form should be returned to the school administrator by midnight on Thursday 22<sup>nd</sup> February 2018, marked Private and Confidential, by e-mail or at the above address.

Shortlisting will take place week commencing Monday 26<sup>th</sup> February and those applicants selected for interview will be informed no later than Wednesday 28<sup>th</sup> February.

It is anticipated that the interviews will take place week commencing Monday 5<sup>th</sup> March 2018.

Yours sincerely,

A handwritten signature in blue ink that reads 'C. Hancy'.

Caroline Hancy  
Headteacher

## **About Our School**

Dunnington Church of England Primary School is situated in the village of Dunnington, population approx 4,500, on the Eastern side of York and serves a residential area. The school was built in the late sixties. Presently there are 262 children on roll, aged 4 -11.

The school was originally designed to be open plan. Over the years this has altered. We have built five additional classrooms in more recent years to accommodate a rise in the school population. The classrooms are well resourced and each has at least one P.C and a Promethean board. There is a purpose-built ICT suite and a portable suite of laptops and I pads.

All teachers are provided with a staff laptop and an I pad for planning, preparation, observation and assessment purposes. Also on site is a playgroup and out of school club, known as Over the Rainbow.

The staff work very closely with parents, some of whom regularly help in school. There is an active PTA who, through their fundraising, supports the children's education in a practical way.

Class teachers are responsible for both the academic and pastoral needs of their class. There will be eleven teaching assistants supporting in the classes.

The school was inspected by OFSTED during the Autumn term 2012 and was judged to be 'good with outstanding features'

## **The Appointment**

We are looking for an enthusiastic, creative, committed and ambitious support assistant to become a member of a hard-working team to support pupils with additional needs in school.

## **School Organisation 2017/2018**

The school is currently divided into ten classes:

Reception	24 pupils
Reception/Year 1	22 pupils
Year 1/Year 2	26 pupils
Year 2	23 pupils
Year 3/ Year 4	35 pupils
Year 3/ Year 4	34 pupils
Year 5	27 pupils
Year 5	25 pupils
Year 6	21 pupils
Year 6	22 pupils

The full range of subjects are taught here using a thematic approach and the school concentrates on the development of the whole child. Music, art, drama and P.E. have a particularly high profile.

### **The Governing Body**

There are thirteen governors:-

- 1 L.A. representative
  - 3 Foundation governors
  - 3 parent governors
  - 3 co-opted governors
  - 1 teacher governor
  - 1 support staff governor
- The head teacher is also a governor

The governing body meets at least half termly.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

We will require the successful applicant to undertake an ENHANCED criminal record check via the Disclosure and Barring Service.

## SCHOOL SUPPORT ASSISTANT PERSON SPECIFICATION

<b>Qualifications/ Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
<i>Qualification</i>	Maths and English at GCSE C Level or equivalent	Post 16 qualifications linked to working with pupils with special educational needs.	Application
<i>Knowledge and recent experience</i>	Successful experience in using a range of strategies and interventions for raising attainment of SEN pupils. Understanding of effective teaching and learning styles to promote required rates of progress	Successful experience with children displaying complex range of needs. Understanding of language, literacy and numeracy issues and how to improve them through innovation and enrichment as well as through the curriculum	Application/interview/ references
<i>Communication skills</i>	Able to communicate with a wide range of students and colleagues. Experience of using IT. High levels of written and oral communications skills.	Innovative practice for engaging with the SEN students.	Application/interview
<i>Ability to learn</i>	Quick learner, able to be flexible and adapt to nature of initiatives – able to learn from mistakes and develop effective improvement plans for students.	Able to initiate new ways of working, to learn new processes and approaches to problem solving.	Interview/references
<i>Organisation</i>	Evidence of administrative competence. Efficient and well organised. Ability to work independently, planning successful tasks and resources for a range of students and settings effectively. Able to work in a team.		Application/interview/ references
<i>Personal qualities &amp; Interpersonal skills</i>	Excellent interpersonal skills with a robust character, able to reflect on performance and find solutions. Ability to take initiative, motivate, inspire, develop and support students. Ability to think creatively and find alternative solutions to problems.	Ability to manage students with behavioural issues	Interview/references
<i>Working under pressure</i>	Demonstrate the ability to judge when to make decisions and when to consult with others. Able to prioritise and complete work to deadlines, and lead students to resolve problems.		Application/interview/ References
<i>Positive attitude</i>	“Can do” attitude and ability to present alternative solutions where appropriate. Warmth of personality and a nature that facilitates empathy rather than sympathy.		Application/interview/ References
<i>Professionalism</i>	Excellent attendance, personal presentation and punctuality. Commitment to the ethos of the schools. Aware and responsive to safeguarding expectations.		References
<i>Use of data</i>	Ability to understand and contribute to the assessment of pupils against national benchmarking.		Application/interview
<i>Physical capability</i>	Physical stamina appropriate to the needs of the post.	Physically capable of engaging in a range of activities with students.	Interview/References

## APPLICATION FORMAT

The following information is requested from candidates:-

A completed application form.

A letter in support of the application limited to 2 sides of A4, if word processed.

The main interview panel will wish to know candidates' thoughts and experiences within certain areas. It would be helpful to the school if your letter dealt specifically with the issues listed below. **You should address them in the order given and headings should be used.**

Personal information

Reason for applying for this post

Own qualities and abilities

Professional ambition

Educational career to date in terms of relevance to the Support Assistant person specification.

Recent professional development undertaken.

Promotion and maintenance of high standards in school.

Approach to the promotion of creativity within the curriculum.

Concluding remarks.