



Yarrells School  
& Nursery

*Where children love to learn*

*Independent Day School for Boys & Girls aged 2 - 13*



TEACHING ASSISTANT

RECRUITMENT PACK

## About Yarrells

Yarrells Preparatory School (Yarrells) is housed in a Georgian mansion and contemporary classroom buildings encircled by the gardens, fields, courts, pool and woodland of its own estate in the town of Upton, near Poole, Dorset. In these beautiful surroundings, we have the scope to make the most of learning both indoors and outdoors. We are a member of the prestigious Independent Association of Preparatory Schools (IAPS), taking boys and girls between the ages of 2 and 13.

Our aim and intent is to inspire each individual to have the confidence to achieve their full potential within a nurturing, supportive family community, empowering them to achieve success.

Our vision is to be a remarkable school, where everyone in the whole community feels safe and valued as part of the family. All our pupils will develop self-belief, open-mindedness and empathy in an environment of mutual respect. They will be encouraged to become resilient individuals who understand that making mistakes is a learning opportunity; the growth mindset. At the same time a culture of personal responsibility will flourish, allowing everyone to be accountable for their own performance and behaviour. In addition, every individual will discover their talents and interests, identify areas for improvement and feel supported to make progress and overcome challenges in life.

We believe that every child has something valuable to offer and that in our setting, guided by expert staff, we can find and nurture a child's gift and give each child the confidence to tackle life's challenges with spirit and determination.

## Professional Conduct

All staff members at Yarrells School are expected to uphold the highest professional standards. The Teachers' Standards introduced from 1 September 2012, that set a clear baseline of expectations for the professional practice and conduct of teachers, apply to all those engaged in the teaching and support of the children that attend the school.

All staff members should work towards encouraging each pupil to have the chance to develop to his/her full potential. Each staff member is expected to put children first and value each one highly, treating every pupil in a respectful and professional manner. Staff should support the school in its intention to celebrate progress and achievement, fostering a love of learning amongst pupils, and to 'praise loudly and blame softly'.

All those employed at Yarrells School should work to provide a positive environment where all children are provided with an extensive and balanced learning opportunity. Staff members should ensure they are inclusive of all pupils and should promote the educational, emotional, physical, social and spiritual development and well-being of the children.

Staff members should set an excellent example within the school community in terms of their attire and the way they present themselves; as well as their general demeanour, punctuality and the manner in which they engage with and speak to one another, pupils and parents.



# Job Description

**Position: Teaching Assistant**

**Contract: Full Time - 40 hours per week - term time only**

**Start Date: September 2020**

**Salary: £14,649.00**

We are looking for an inspirational, energetic and creative individual to join our dynamic team, whose passion is nurturing and motivating all of our pupils. We believe this is the key to achieving high standards in academic subjects, sport and in the performing arts. Members of the teaching staff are key members of the Yarrells team, who should contribute actively to delivering educational excellence in our enriching environment. Teaching assistants are required to work in partnership with parents in the best interests of the children who attend Yarrells School and also to collaborate with other members of staff to promote the team vision for the school in a manner that fosters good relationships amongst the team. As is the case for all staff members, it is important that teaching assistants are flexible and committed to promoting a positive atmosphere within the school, amongst children, staff and the parent body.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Principle Responsibilities

Teaching Assistants are recognised as important members of the teaching staff at Yarrells. They are required to work as members of the teaching team and are expected to collaborate with other members of staff to promote the team vision for the school in a manner that fosters good relationships amongst the team. As is the case for all teachers, it is important that the assistant is flexible and committed to promoting a positive atmosphere within the school, amongst children and staff.

The job entails a wide range of responsibilities that are not limited to, but may include:

- Working as an assistant teacher within the classroom and helping with general duties such as Early Birds, lunch cover, tea duties and playtimes, giving support to children as needed
- On occasions, working with smaller groups of children to reinforce/follow up class lesson
- Assisting with children's reading
- Assisting the class teacher in facilitating and recording observations of children
- Providing information for record keeping, school reports and assessment of the children
- Participating in team planning and contributing to the

- running of the department as a team member
- Responsibility for the whole class on occasions when the class teacher is called out or to assist when a staff member is absent
- Being available to communicate and consult with the parents of the children if required, always being aware of the importance of a good and effective partnership with parents and the importance of dealing with them politely
- Similarly, being available to communicate and consult with persons or bodies outside School
- Supervision of children at playtime, at lunchtime and on school trips and during PE as per the timetable and what is appropriate
- Helping to set up equipment and tidy away
- Assisting children with toileting and helping to clean or change them if there has been a toileting accident, sickness or other mishap
- Referring children to Lead First Aider generally for matters of illness or First Aid, and especially for more serious matters. If necessary, however, administering First Aid for minor problems. All accidents to be recorded in the accident book
- Assisting with photocopying, displaying work and in setting up for practical lessons and arts and crafts
- Participation in staff meetings, inset days and certain out of hours events such as concerts, plays, fireworks evenings, Christmas and summer fairs, parents evenings and Prizegiving/Parents' Day
- Attendance at school assemblies when present at school and as duties allow
- Maintaining good order and discipline amongst the children, safeguarding their health and safety as far as possible
- Managing behaviour positively
- Developing children's self esteem
- Reporting any issues of concern to the Headmaster, member of the Senior Leadership Team, Head of Department or Line Manager.

## Support of the School's ECO policy

All staff should read, apply and encourage colleagues and children to follow the Yarrells' ECO Code. All staff should work to instil an awareness of energy conservation and re-cycling as well as involvement and appreciation of the natural environment. Everyone at Yarrells should be committed to avoiding waste and re-using or re-cycling where possible.

## Discipline, Health & Safety

- Maintaining good order and discipline amongst pupils and safeguarding their health and safety throughout the school day
- Referring any matters of concern with regard to Health and Safety to the Head by informing them in writing
- Referring children to a Lead First Aider generally for matters of illness or First Aid, and especially for more serious matters. If necessary, however, administering First Aid for minor problems. All accidents to be recorded in the accident book

# Job Description *continued...*

## Staff Meetings and Training

- Participating in meetings at the school as appropriate in matters not limited to, but such as: the curriculum, administration, general organisation, pastoral care and arrangements
- To attend staff training days and/or sessions
- To be willing to attend other appropriate courses
- Offered both in and out of school hours
- Participating in arrangements for his/her further training and professional development as a teacher
- Attendance at staff appraisals annually

## Cover

- Supervising and, so far as is practicable, teaching any pupils whose teacher is absent
- Helping with general duties such as Early Birds, lunch cover, tea duties and playtimes

## Public Examinations

- Participating in arrangements for preparing pupils for public/external examinations and in assessing pupils for the purpose of such examinations. Recording and reporting such assessments and participating in arrangements for pupils' presentations for, and supervision during, such examinations
- Participating in administrative and organisational tasks relating to such duties as detailed above
- Participating in any meetings or procedures arising from examinations with parents or other bodies

## Extra-Curricular Activities

- Making an appropriate contribution to the extra-curricular activities of the school as defined in the school prospectus or extra-curricular programme.

## School's ECO policy

All staff should read, apply and encourage colleagues and children to follow the Yarrells' ECO Code. All staff should work to instil an awareness of energy conservation and recycling as well as involvement and appreciation of the natural environment. Everyone at Yarrells should be committed to avoiding waste and re-using or recycling where possible.

## Staff Benefits

Yarrells has established an Employee Benefits Package for its entire staff. In conjunction with Computershare we are able to offer a childcare voucher scheme, employee assistance programme, health cash plan, legal services and a bike and technology salary sacrifice programme.

Meals are normally provided during working hours.

### Pension Scheme:

Teachers will be automatically enrolled in the Teachers' Pension Scheme and all other staff will be automatically enrolled in the NEST pension scheme.

### School Fees:

Remission is available for dependent children from the term after the child reaches the age of two, up to and including Year 8.



## How to Apply

If you would like to apply for this post, please fill in the appropriate application form and send it in to the school along with a letter of application.

You may either email, post or hand deliver your application form.

**Post to:** Head, Yarrells School, Yarrells House, Upton, Poole, Dorset BH16 5EU

**Email to:** [recruitment@yarrells.co.uk](mailto:recruitment@yarrells.co.uk)

**Closing Date:** Midday Wed 2nd September

**Interview Date:** w/c 7th September 2020

**For any queries please speak to:**

Mr J Renwick, Director of Operations: 01202 622229 or email [recruitment@yarrells.co.uk](mailto:recruitment@yarrells.co.uk)

Applications will only be accepted from candidates completing the Application Form in full. CV's will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

The successful applicant will be required to complete a disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

Yarrells will seek references on shortlisted candidates prior to interview and may approach previous employers for information to verify particular experience or qualifications.

If candidates are currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If they are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children, although the employer may, where appropriate, answer 'not applicable' if their duties have not brought them into contact with children or young persons.

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have already been selected, as well as possible referral to the police and/or DCSF Children's Safeguarding Operation Unit.

## For candidates invited to interview

Interviews will be conducted in person and the areas explored will include suitability to work with children. Those applying for teaching posts will be observed teaching a lesson. Those applying for Teaching Assistant positions will be expected to spend some time interacting with the children in a classroom situation.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- Photographic proof of ID (driving licence or passport)
- Proof of right to work in the UK (passport, or a full UK birth/adoption certificate, together with an official document giving their permanent National Insurance number)
- A utility bill or financial statement showing the candidates current name and address and dated within the last three months
- Where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

## Conditional Offers to successful candidates

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A satisfactory DBS check
- Verification of professional status such as GTC registration, QTS Status (where required)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

## Warning

Where a candidate is found to be:

- on DfE List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

## Safeguarding

Yarrells School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those who might wish to harm or abuse children from engaging in any area of responsibility at Yarrells, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

We realise that all staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. Children have the right to be safe and to be treated with respect and dignity. Therefore, trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils and adopt a child-centred approach considering, at all times, the best interests of the child. Failure to do so may be regarded as professional neglect.

## Equal Opportunities

Yarrells School is committed to achieving equality of opportunity for all people who work and study at the School. We respect and value the diversity of our staff and pupils.

We seek to employ a workforce that reflects the diverse community at large, as we value the individual contributions of all people. We will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation.

We will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, age, disability and unrelated criminal convictions.

