



**THE MOUNT SCHOOL YORK**

**APPLICATION PACK FOR JUNIOR SCHOOL TEACHING  
ASSISTANT SUPPLY**



## LIFE AT THE MOUNT SCHOOL YORK

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As the UK's second largest tourist destination, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates girls from the ages of 2 to 18 and boys in Pre-School from aged 2 to 4. There are approximately 220 pupils in the School, with around 50 in the Junior School and 170 in the Senior School. There are approximately 40 boarders in the Boarding House; housing girls aged 11 to 18.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality and social justice, although fewer than 5% of our pupils come from Quaker homes. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers.

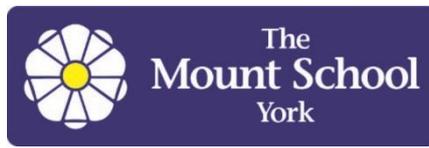
The Mount is an academically selective school. In Years 7 to 9 there is one form in each year group and the girls are taught in their forms for most of their lessons. Girls are set for Mathematics and English. In Years 10 and 11 girls are taught in groups of up to 20 for the compulsory GCSE courses and smaller groups for their chosen subjects. In College (Sixth Form) A Level subjects are taught in groups of between 3 to 12 students.

Sport, music and the arts provide opportunities for the girls to develop their individual strengths and talents, not only in school but at county and national teams and events. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts. We are currently in the planning phase of building a new Performing Arts Studio – this is an exciting development due to be built in Summer 2019.

*The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



## **APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE**

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 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. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are subject to a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK if applicable.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The School is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Principal.

### **Invitation to Interview**

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, eg 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:

- A current photocard driving licence or a passport as a form of photographic id (if you do not have photographic id then please bring a full birth certificate).
- A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- For overseas candidates, where appropriate, documentary evidence of the right to work in the UK.



## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Please send a short covering letter with your application form to explain your motivation for applying for this role. The Personal Statement on the application form asks you to show how you meet the requirements of the role, giving examples where appropriate. Applications should be addressed to the Principal and sent by post to The Mount School, Dalton Terrace, York YO24 4DD or email to [principal@mountschoolyork.co.uk](mailto:principal@mountschoolyork.co.uk).

### Equal Opportunities Monitoring Form

This information is collected on a confidential basis and will be used solely for monitoring purposes and will not be made available to any selector, unless otherwise stated.

### Rehabilitation of Offenders Act 1974

Accordingly, this post is exempt from the Rehabilitation of Offenders' Act 1974 and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

### Previous Employment

Please provide a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

### References

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. **References will be sought on short listed candidates prior to interview** and we may approach previous employers for information to verify particular experience or qualifications, before interview.



## **BENEFITS AND SALARY FOR JUNIOR SCHOOL TEACHING ASSISTANT SUPPLY**

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Generous School fee remission for the children of staff.
- Subsidised quality meals and refreshments during term.
- Free on-site parking.
- Use of the School's excellent facilities including the Fitness Suite and Swimming Pool.
- Paid at an hourly rate of £9.64 which includes holiday pay, this equates to £8.57 without holiday pay.
- Salary paid monthly into a bank account on the 25<sup>th</sup> day of each month.

## JOB DESCRIPTION: JUNIOR SCHOOL TEACHING ASSISTANT SUPPLY

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Main purpose of the job</b>	<ul style="list-style-type: none"> <li>• Help foster the academic, social, aesthetic, physical and moral development of the children in School</li> <li>• Support teaching staff within the classroom</li> </ul>
<b>Reporting to</b>	<b>Head of the Junior School</b>
<b>Main responsibilities and duties:</b>	<ul style="list-style-type: none"> <li>• Work as a member of the team to promote effective delivery of high quality provision</li> <li>• Maintain good working relationships and promote effective communication within the School and with parents and carers</li> <li>• Assist in maintaining children's records and filing work</li> <li>• Assist teachers on given tasks (eg, administration, filing, displays etc)</li> <li>• Establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and are able to develop and learn</li> <li>• Use informed observation and other strategies to monitor children's activity, development and progress systematically and carefully</li> <li>• In the Early Years, contribute to team planning, providing safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in indoor, outdoor and in out-of-setting contexts, which enable children to develop and learn</li> <li>• Work with individuals and groups of children, both in and outside the classroom</li> <li>• Prepare and use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion</li> <li>• Promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills</li> <li>• Participate in meetings with colleagues and parents, as required</li> <li>• Carry out play time and lunchtime duties according to the rota</li> <li>• Be proactive in matters relating to health and safety and adhere to School policies</li> </ul>

The post holder may, in addition, be asked by the Head of the Junior School or Principal to carry out other such reasonable duties as may be required for the benefit of the School and the pupils' education and wellbeing.



## PERSON SPECIFICATION FOR JUNIOR SCHOOL TEACHING ASSISTANT SUPPLY

	Essential	Desirable
CACHE Level 3 or equivalent	√	
Paediatric First Aid Certificate	√	
Experience of working as part of a team in a Pre-School setting	√	
Food Hygiene Certificate		√
Experience of supporting small groups of pupils and delivering high quality provision	√	
Experience working within a range of year groups across Foundation Stage, Key Stage 1 & 2		√
Experience of working with parents and carers, encouraging full participation in their child's learning	√	
Experience of using informed observation and other strategies to monitor children's development		√
Experience of creating stimulating and interactive displays		√
An understanding of the emotional, physical and educational development of children, in order to provide an environment in which the child's full potential can be developed, and in which parents/carers can be supported in their relationship with their children	√	
Knowledge of child protection issues and policies and relevant Safeguarding Children Board procedures	√	
Ability to communicate effectively both orally and in writing	√	
Committed to continual professional development	√	
Able to plan and prioritise in a flexible and informed way	√	
A working knowledge of relevant Health & safety and Basic Food Hygiene requirements		√
Knowledge of the Code of Practice for Special Educational needs		√
Sympathy for the School's Quaker ethos and values	√	
Sense of humour	√	