



Information for Applicants

GUIDED LEARNER

Grade CD
£4302-£4478 (Actual salary)

Fixed term up to August 2025 – Term Time Only

8 hours per week (Mon & Weds)

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Email:
tgs.recruitment@tgs.starmat.uk

Headteacher: Mr A Parkinson

Thank you for your interest in the post of Guided Learner.

This role will allocate pre-prepared work, keeping students on task and managing the behaviour of students during class.

This is a part time contract of 8 hours per week (Mon & Weds), term time only (including training days) up to August 2025 in the first instance.

The STAR Multi-Academy Trust provides a high-quality learning community that inspires and motivates its employees as well as its students. We are seeking a candidate who wants to make a positive difference to the lives of young people and has a commitment to lifelong learning in order to be an outstanding member of our team. We support colleagues who are ambitious for their own professional development, have a 'can do' attitude, are creative problem solvers and work collaboratively. If this sounds like you, please complete our online application form:

<https://bit.ly/STARSupportApp>. Please direct correspondence to: tgs.recruitment@tgs.starmat.uk

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

If you would like to discuss this post further then please do not hesitate to contact r.knapton@tgs.starmat.uk

Yours faithfully,

Mr A Parkinson , Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Guided Learner, then you should complete the STAR MAT online application form via: <https://mynewterm.com/jobs/145777/EDV-2024-TGS-93142>

Your supporting statement must not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

Remember when addressing the above, *less is sometimes more.*



Closing date for applications: wednesday 10th July at 9am.

Interviews will take place as soon as possible after the closing date.

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Advanced Teaching Assistant

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious Resilient Responsible Respectful</p>
---	--	--	--

OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfillment in their current and future lives.
---------------------------------	---

OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p> <p>High expectations - no limitations</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p> <p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>

The best support for each student is individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition	To show a desire and determination to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

JOB DESCRIPTION

JOB TITLE:	Guided Learner
GRADE:	Grade CD
RESPONSIBLE TO:	Director of sixth form

RESPONSIBILITIES AND KEY TASKS	
Specific Responsibilities: Supporting Learning & Development	<ul style="list-style-type: none"> • Supervise pre-prepared activities and self-directed learning to enable continuity of learning • Provide support and encouragement to students and manage classroom organisation during the cover lesson • Manage the behaviour of students through the implementation of the school behaviour policy and practices, and encourage students to take responsibility for their own behaviour • Collect any completed work at the end of the lesson and return it to the appropriate person • Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end • Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post • Supervise students and provide access arrangements for students sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • The STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values. • Ensure services are delivered in accordance with the aims of the Equality Policy Statement. • Develop your own understanding of equality issues.

	<ul style="list-style-type: none"> ● The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> ● The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Appendix 3: Person Specification

Essential upon appointment	Desirable upon appointment
Qualifications and Training	
<ul style="list-style-type: none"> ● Literacy and numeracy qualification (Level 2 or equivalent) 	<ul style="list-style-type: none"> ● Childcare or supporting learning qualification at Level 2 (or equivalent)
Experience	
<ul style="list-style-type: none"> ● Experience of working with pupils of a relevant age in an education environment ● Managing student behaviour 	<ul style="list-style-type: none"> ● invigilating internal and external examinations
Skills and Knowledge	
<ul style="list-style-type: none"> ● ICT skills ● Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, students and parents ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Good understanding of child/young people's development and learning processes 	<ul style="list-style-type: none"> ● Good understanding of student/young people's development and learning processes ● Understanding of classroom roles and responsibilities ● Working knowledge of relevant policies and legislation e.g. child protection and health & safety ● Knowledge of behaviour management techniques
Personal Qualities	
<ul style="list-style-type: none"> ● Demonstrable interpersonal skills ● Self motivation to complete required duties ● Confidentiality ● Motivation to work with children and young people 	
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS Clearance ● To be committed to the Trust's policies and ethos ● A commitment to CPD ● Commitment and contribution to a school Equal Opportunities Policy 	