



# Clitheroe Royal Grammar School

Founded in 1554

## Temporary Teaching Assistant

**Approximately 29 hours weekly – Monday to Friday - term time only.**

**Immediate start date through to 31/07/2022**

**CRGS Grade 3 point 2 to Grade 4 point 6 - depending on experience**

**£18,198 - £19,698 per annum, £11,954 to £13,123 pro rata (pay award pending)**

We wish to appoint a part-time temporary Teaching Assistant to join our outstanding school. This is an excellent opportunity to work as part of the Main School Team to support the care, wellbeing and holistic development of students, you will also be supporting individual students with special educational needs, within class and at other times of the day.

Clitheroe Royal Grammar School is a mixed selective 11-18 Academy School with 1,425 on roll (including 675 in the Sixth Form). The school is a centre of excellence and one of the highest achieving schools in the country. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

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. This post is subject to an enhanced DBS check.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/>

Completed application forms should be returned by email to: [HR@crgs.org.uk](mailto:HR@crgs.org.uk)

The closing date for applications is 12:00 noon on Monday 13<sup>th</sup> December 2021.

Interviews are planned to take place week commencing 13<sup>th</sup> December 2021.



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November 2021

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 650 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 750 Main School students on roll.

Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are proud of our enrichment activities and wealth of extra-curricular provision.

As part of our steadfast commitment to educating the whole young person we place great emphasis on pastoral care and guidance. Our student support provision has evolved greatly in recent years and we are now pleased to be building an even stronger team to support our students. Our newly appointed Teaching Assistant will join our existing team and will also work closely with pastoral staff to support students.

The student support team on both sites comprises of senior pastoral staff, Heads of Year, our Emotional Literacy Support Assistant, Inclusion Manager, Student Voice co-ordinator and Teaching Assistants. The team is committed, enthusiastic, caring and welcoming and we very much look forward to welcoming a new Teaching Assistant to support, develop and enhance our current provision for young people.

As a school we have strong commitment to professional development and the successful candidate will be well supported to enable them to fulfil their new role. If you look at the job description and see areas that you may need additional training or development to fulfil, please do not let this dissuade you. Most importantly we want to recruit the right person; we can help with training and development to help them fulfil specific aspects of the role.

Please take a good look at our website and see the latest news, extra-curricular and pastoral information. If you have any further questions about the post please do not hesitate to contact Catherine Reeves at Main School, for an informal discussion.

**Your Application:** If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit a focused application including the following:

**Letter of Application:** This should be no more than 2 sides of A4 and should cover your experience, knowledge, skills and abilities applicable to the role.

**Application Form:** This will be photocopied so we would ask you to write clearly using black ink. Please note that it is not necessary to include a Curriculum Vitae (unless it contains information not included elsewhere in your application).

Applications should be marked for the attention of the Bursar and returned by post or email to [HR@crgs.org.uk](mailto:HR@crgs.org.uk) no later than 12:00 noon on Monday 13<sup>th</sup> December 2021.

If you submit an application and have not heard from us by Friday 17<sup>th</sup> December 2021, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne', with a large, stylized initial 'L'.

Ms Lynne Higginbottom  
**Bursar**



# Clitheroe Royal Grammar School

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JOB DESCRIPTION	
<b>JOB TITLE:</b>	Part-time Teaching Assistant Level 2. Temporary until 31 July 2022. Term time only
<b>GRADE</b>	CRGS Grade 3 point 2 to Grade 4 point 6 - £18,198 - £19,698 per annum £11,954 to £13,123 pro rata
<b>RESPONSIBLE TO</b>	Head of Main School, SENDCO & Bursar
<b>STAFF RESPONSIBLE FOR:</b>	None
<b>JOB PURPOSE:</b> To assist in the general welfare, personal, social and classroom care of students with special educational needs.	
<p>The post holder under the guidance of the teacher will support the education, personal and social development of students in class including those with special needs and/or bilingual needs. They will establish positive relationships with students and assist them to complete structured learning activities.</p>	
<b>Support for Students</b> <b>This may include</b> <ul style="list-style-type: none"> <li>To develop positive relationships with students to assist student progress and attainment.</li> <li>To meet the needs of students in relation to welfare, hygiene, toileting, dressing, feeding and mobility.</li> <li>To assist with movement around the school environment and during school activities.</li> <li>To assist in the development of independent social skills.</li> <li>To assist in the proper use of specialist aids and equipment.</li> <li>To assist in the supervision of set tasks and integrated therapy for an individual/small group of students.</li> <li>To contribute to multi-disciplinary discussions of student's need/progress.</li> <li>To assist in the development of personal organisation skills.</li> <li>To accompany students on visits.</li> <li>To administer basic first aid where appropriately trained.</li> <li>To assist in the specific medical/care needs of students when specific training has been undertaken.</li> </ul>	
<b>Support for the Teacher</b> <ul style="list-style-type: none"> <li>To assist in the classroom and with adapting work for the student's individual needs.</li> <li>To implement structured learning activities under the clear guidance of the class teacher and to assist individual/group of students to complete tasks.</li> <li>To assist in the recording of progress.</li> <li>To assist in preparation of resources and tidying away.</li> <li>To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.</li> <li>To assist in monitoring, displaying and the removal of work displays.</li> <li>To report students' difficulties/achievements to the teacher as necessary.</li> <li>To undertake photocopying and routine clerical duties.</li> </ul>	

- To report student absence to the nominated person.
- To report information from parents/carers as directed.
- Any other reasonable duties as defined by the Bursar.

### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To attend staff training/meetings where appropriate.
- To work within and promote school policies and procedures.
- To complete a First Aid in Schools training course and maintain the certificate whilst an employee of CRGS.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/student/teacher/school work.
- To assist with the supervision of students out of lesson times, including before and after school.
- To support named students when required.
- Exam invigilation if required.

### **Conditions of Service**

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for approximately 29 hours per week, Monday to Friday and the working hours will be discussed and agreed with the successful candidate.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.
- Hours for the post will be for the benefit of the school, and therefore flexibility is essential.

**Agreed by: Ms L C Higginbottom**

Completed application forms should be sent to the Bursar, Clitheroe Royal Grammar School, York Street, Clitheroe BB7 2DJ or email [HR@crgs.org.uk](mailto:HR@crgs.org.uk) by 12 noon on Monday 13<sup>th</sup> December 2021.

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. The successful applicant will be subject to an enhanced Disclosure and Barring Service Check. We welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the official application form will be accepted.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal Opportunities** We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health & Safety** All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification Form		
Job Title: Teaching Assistant Level 2	Grade 3 point 2 to Grade 4 point 6	
Requirement (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I)
<b>Qualifications</b> NVQ Level 2 or above qualification – appropriate to the post (or equivalent)	D	AF
<b>Experience</b> Experience of working with or caring for children of relevant age Experience of working in a relevant classroom / service environment Experience of administrative work Experience of supporting students within a classroom situation Experience of working with young people on the Autistic Spectrum	D D D D D	AF/I AF/I
<b>Knowledge, Skills and Abilities</b> Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Ability to organise classroom resources Good communication skills (oral and written) Ability to supervise and assist students Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Good numeracy and literacy skills Ability to make effective use of Information Technology Flexible attitude to work	E E E E E E D D D E E D E	AF/I
<b>Other</b> 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to undertake training and development	E E E E	I I I I
Please note - We will always consider your references before confirming a job offer in writing.		



# Clitheroe Royal Grammar School

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Telephone: Clitheroe (01200) 423118  
Facsimile: Clitheroe (01200) 442177

York Street  
Clitheroe  
Lancs  
BB7 2DJ

Headteacher: Mr J M Keulemans BSc (Hons) NPQH

Chairman of Governors: Dr A D Clayton BSc PhD CEng MChemE

**Please use ink suitable for photocopying**

Clitheroe Royal Grammar School, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation, faith, age or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.

Application for the Post of \_\_\_\_\_

1. Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_  
(Mr / Mrs / Miss / Ms / Dr) \_\_\_\_\_ National Insurance No. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Post Code \_\_\_\_\_ Telephone No (Home) \_\_\_\_\_  
Mobile \_\_\_\_\_ (Work) \_\_\_\_\_  
E-mail address \_\_\_\_\_

2. Name and address of present employer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Present post \_\_\_\_\_  
\_\_\_\_\_  
Date appointed \_\_\_\_\_ Salary \_\_\_\_\_

3. Brief details of degrees/other professional qualifications (with dates awarded)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Previous Employment				
Employer	From	To	Post Details	Reason for Leaving

5. General Education (Details of secondary schools attended)			
Schools	From	To	Qualifications Obtained (including grades and dates)

6. Further and Professional Education			
Colleges/Universities	From	To	Qualifications Obtained (including grades and dates)

7. Current course of study (if any) and anticipated date of completion	
Membership of professional bodies	



8. Details of any other specialised training or qualifications not covered in previous sections  
(E.g. short courses, on-the-job training etc.)

**9. Additional Details**

**Please return your completed application form together with a letter of application which includes details of your experience, skills and knowledge relevant to this post. (You may also include a CV if applicable.)**

10. Has there ever been a suggestion that you are unsuitable to work with children? Yes/No (Delete as appropriate)

Have you ever been convicted of any criminal offence? Yes/No (Delete as appropriate)

If 'Yes', please specify date of conviction, court, nature of offence and sentence imposed.

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act. These details should be enclosed in a separate, sealed envelope marked 'confidential' – for the attention of the Headteacher and should be returned with your application form. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. Clitheroe Royal Grammar School is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment. Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosure and Barring Service. Information received from the Disclosure and Barring Service will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the Disclosure and Barring Service. The disclosure of a criminal record will not debar you from appointment unless the Governing Body considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant. Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light. Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a 'regulated position' such as the post you are applying for. If you would like to discuss the effect on your application of any conviction you might have, you may telephone the Headteacher, in confidence, for advice.

11. State whether you are related to any member of staff or to any governors of this school. (If 'yes' give details).

12. Do you hold a current driving licence? Yes/No (Delete as appropriate)

13. If you are registered under the Disabled Persons Employment Act please give your RDP No.

14. Period of notice required to terminate current employment:

15. Referees - Please give details of two persons who are able to comment on your suitability for this post. One should normally be your present employer or last employer, if unemployed. If you are a student one referee should be your tutor.

Name

Name

Occupation/Relationship

Occupation/Relationship

Address

Address

Tel No:

Tel No:

E-mail address:

E-mail address:

**N.B. If you indicate that you do not wish your employer to be contacted prior to interview, then you may be contacted to reconsider this position. If you are the successful applicant and your referee is not contacted, this will delay confirmation of any offer of appointment as it is against school policy to confirm an appointment without satisfactory references being received.**

**Appointment to the post will be subject to a satisfactory health record. A medical examination may be required by the school. Canvassing directly or indirectly will disqualify candidates.**

**Under the terms of the Data Protection Act (GDPR) the information you provide will be kept confidential and will only be used for the purpose of the personnel management. Your information will be stored both manually and electronically and will normally be disposed of after 6 months if your application is unsuccessful.**

Signed ..... Date .....

When completed this form should be returned to:

The Bursar  
Clitheroe Royal Grammar School  
York Street  
Clitheroe  
Lancs.  
BB7 2DJ



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## Recruitment Monitoring in Employment

### MONITORING JOB APPLICANTS FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return the form with your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

#### DETAILS OF POST APPLIED FOR

Post title

#### 1. NAME (block capitals)

#### 2. I AM

(Please tick the appropriate box)

**MALE**

☐

**FEMALE**

☐

#### 3. PLEASE TICK THE BOX WHICH BEST DESCRIBES YOUR ETHNIC/CULTURAL/RACIAL ORIGIN

##### A *White*

☐ British

☐ Irish

Any other White background  
(please write in)

##### B *Mixed*

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

Any other Mixed background  
(please write in)

##### C *Asian or Asian British*

☐ Indian

☐ Pakistani

☐ Bangladeshi

Any other Asian background  
(please write in)

##### D *Black or Black British*

☐ Caribbean

☐ African

Any other Black background  
(please write in)

##### E *Chinese or other ethnic group*

☐ Chinese

☐ Other

(Please write in)

#### 4. DO YOU HAVE A DISABILITY OR ARE YOU A DEAF PERSON?

☐

**YES**

\* Please see definition below

☐

**NO**

#### 5. HOW DID YOU FIND OUT ABOUT THIS JOB?

(Please complete appropriate box)

National Newspaper (please specify)	Local Newspaper (please specify)
Internal Circular	Internet
Or Other (e.g. Jobs Bulletin or Fair)	

THANK YOU FOR YOUR  
ASSISTANCE

YOUR CO-OPERATION  
WILL HELP PROMOTE  
EQUALITY OF  
OPPORTUNITY

\*The Disability Discrimination Act 1995 defines a disabled person as:

"A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities"; or someone who has had such a disability but is now recovered; or someone with a severe disfigurement.