



**POCKLINGTON  
SCHOOL**

Ages 2 to 18



Teaching Assistant

Information Pack

June 2025





## School Information

**Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”**

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.



# Strategic Education Vision 2020-2026



*The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community*

## ETHOS AND VALUES

### A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

## AIMS

### We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

## STRATEGIC OBJECTIVES

### Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

## Foundation Benefits:

**Generous Pension Scheme** – We offer competitive employer contribution rates for all staff

**Death in Service Benefit** – 3 times salary or last 12 months salary for casual workers

**Discounted School Tuition Fees for permanent staff** - with the option to spread payments over 12 months

**Discounted Gym Membership** - Francis Scaife Leisure Centre (Pocklington)

**Employee Assistance Programme** – offering a health, wellbeing, counselling & Physiotherapy service for staff and their families through Help@Hand

**24/7 GP** – Unlimited access to 24/7 online GP service.

**Shopping Discounts Portal**

**On-site Gym and Swimming Pool**

**Free Lunch** in term time

**Free Staff Room Refreshments** – in term time

**Enhanced Maternity and Adoption Pay**

**Enhanced Sick Pay Arrangements**

**Winter car lights & tyre testing**

**Internet and e-mail access at work** (subject to appropriate use in accordance with the school policies)

**Free parking**

**Free library services** – including holiday book loans

**Cycle to Work scheme** - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.





# Job Information

**Role Title:** Teaching Assistant

**Overall Purpose:** To assist the classroom teacher during the lesson, working with small groups to provide tailored support. Play a key role in promoting positive behaviour, wellbeing and pupil engagement. Providing admin support, practical skills and organisational skills to the class teacher and to support the learning activities of pupils.

**Responsible To:** Head of Prep School

**Salary:** £19,082 for term time only hours (FTE £24,146 / £12.55 per hour)



# Job Advert

## Teaching Assistant

37.5 hours per week, starting 1<sup>st</sup> September 2025

Pocklington Prep School is keen to recruit a highly experienced, caring and motivated Teaching Assistant to join their thriving school. The role will be predominantly with a class in either Key Stage 1 or the EYFS, but a willingness to be flexible is certainly required as our Teaching Assistants are placed according to where they are most needed.

Working with children from aged 4 - 11 years, you will provide effective, practical and fun tasks to support the learning activities of pupils. Your role will include: assisting classroom teachers with administration and organisational tasks such as preparing resources and displays, planning and leading group work, supporting pupils in 1-2-1 reading sessions, supervising play areas and helping to maintain records and assessments.

Alongside a good standard of education, including English and Maths, you will be qualified to at least level 3 in supporting teaching and learning in schools. You will be an effective communicator with a caring nature, and lots of enthusiasm.

This is a full-time role working 37.5 hours per week, Monday - Friday, during term time only.

Pocklington Prep School is a wonderful place to work. We are a supportive, kind and caring team who strive to maintain a good balance between home and work life. We enjoy what we do and seek to support all those around us in their professional and personal development. We care for our employees, providing good food, refreshments social activities and initiatives to support your wellbeing.

For an informal chat about the role please contact Ms Suzy Ward, Head of Prep School on 01759 321228 or [pocklingtonprep@pocklingtonschool.com](mailto:pocklingtonprep@pocklingtonschool.com)

For further information please call 01759 322666 or email [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)

All our current vacancies can be found at: <https://www.pocklingtonschool.com/work-with-us> where you will be directed to apply via the TES website.

Closing Date – 30<sup>th</sup> June 2025. We will be continuously reviewing applications and reserve the right to bring forward the closing date should we receive exceptionally strong applications and would like to encourage interested candidates to apply as soon as possible.

*At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability, and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity, and success. We strive to create an inclusive environment where all employees feel valued, respected, and empowered to contribute their best.*

*Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*

## Job Description

### PREP TEACHING ASSISTANT

#### Reporting To:

Head of Prep School

#### Main Purpose:

To assist the classroom teacher during the lesson, working with small groups to provide tailored support. Play a key role in promoting positive behaviour, wellbeing and pupil engagement. Providing admin support, practical skills and organisational skills to the class teacher and to support the learning activities of pupils.

#### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head of Prep.

Jun 2025

## POCKLINGTON SCHOOL FOUNDATION

### Duties

#### Main Duties & Responsibilities:

- assist the classroom teacher in the delivery of the curriculum, to enable every child to reach their potential and make good progress with their learning.
- take responsibility for a group of children (unsupervised).
- plan and teach small group activities, to promote children's learning
- plan and teach a Read Write Inc group
- contribute to the effective organisation and use of resources.
- contribute to the quality of care and welfare of pupils.
- support the needs of pupils in effectively accessing the curriculum.
- support the quality of learning and teaching in the classroom.
- plan and create high quality displays and role play areas, which further promote learning and are in keeping with the curriculum and ethos

#### Other duties typically include:

- covering classes when directed by the Head or Deputy Head of Prep School.
- preparing resources for lessons.
- supporting pupils in one-to-one reading and recording comments for parents.
- helping children with numbers by completing small group work as per planned activity.
- playing games and encouraging children to play together, including supporting role-play.
- talking and listening to children.
- displaying work.
- supervising dining and play areas.
- Dealing with minor first aid issues.
- escorting children between classes and on outings and events.
- comforting and caring for children if they have a minor accident or are upset, which may include dealing with toilet accidents/changing.
- helping the teacher to maintain records and assessments.
- liaising with other professionals, parents and carers (at the request of the form teacher), including writing comments in the Prep Planners.

## **Person Specification**

	<b>Essential criteria</b>	<b>Desirable criteria</b>	<b>How measured</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Wide-ranging experience (at least two years) in a school environment.</li> <li>• Working with children of varying abilities.</li> <li>• Work to a code of ethics of a professional body</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with small groups unsupervised.</li> <li>• Experience of delivering a structured phonics programme.</li> </ul>	Application form and interview
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of education including English &amp; Maths GCSE or equivalent.</li> <li>• NVQ Level 3 or equivalent or higher.</li> <li>• Professional accreditation.</li> <li>• Appropriate training in First Aid, Child Protection &amp; Safeguarding, Food Preparation (EYFS) and First Aid.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate</li> <li>• ELSA qualification or similar.</li> <li>•</li> </ul>	Application form
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good Knowledge of EYFS curriculum.</li> <li>• Good knowledge of current educational frameworks.</li> <li>• Good knowledge of Pocklington Prep School.</li> <li>• Good communication skills</li> <li>• Good knowledge of out of hours child care.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead with activities for children in a range of out of hours settings: before school, after school and holiday club</li> <li>• Good knowledge of Pocklington Prep School.</li> <li>•</li> </ul>	Application form and interview
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and humour.</li> <li>• Caring and open personality.</li> <li>• Willing to work to support own learning and development.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to apply the ethos of the Foundation to the work</li> </ul>	Application form and interview

The above main duties are not exhaustive and may vary without changing the character of the job or level of responsibility.



# Recruitment Timetable

**Closing Date:** 30<sup>th</sup> June 2025

**Expected Interview Date:** 7<sup>th</sup> July or 28<sup>th</sup> July

**Expected Start Date:** 1st September 2025

Please apply online using the TES website. This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can browse our current opportunities and apply using the “quick apply” button.

Please ensure you read the information in the “attached documents” section of the advert on the TES website which is uploaded as “other document”

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy

<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:

[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com) 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

