



APPLEBY GRAMMAR SCHOOL

Kindness · Respect · Community



Teaching Assistant

Full Time – Temporary (One year fixed until 31 August 2027)

Required start date – From September 2026

Term Time only 37 Hours per week plus 1 week

Grade 5, PCD5A - £26,821 per annum, pro rata

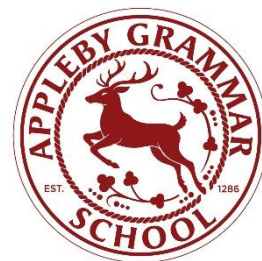
Recruitment Information Pack



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*"Leaders have a clear and
ambitious vision for the school."
OFSTED 2022*



Appleby Grammar School – Ethos Statement

Our school ethos is enshrined in our three school values of Kindness, Respect and Community. They are guiding beliefs encapsulating the character and spirit of our school. Our values underpin our inclusive nature.

Kindness

We endeavour to make kindness a feature of all interactions in our school; between all people regardless of their status. We are friendly, generous and considerate to all.

"No act of kindness, no matter how small, is ever wasted" (Aesop).

Respect

We aim to always be respectful towards others in word and action. We will respond to others guided by this value respecting boundaries, feelings and display empathy to all. We will respect the school, the local and wider environment.

"Respect for ourselves guides our morals; respect for others guides our manners" (Lawrence Sterne).

Community

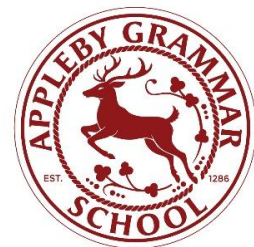
Our strength comes from our tolerance, inclusivity and cohesion. A sense of belonging to an AGS family that will last beyond our school years or time working here. Seeking to serve more than just ourselves in our school community, local community and the wider world.

"The greatness of a community is most accurately measured by the compassionate actions of its members." (Coretta Scott King).

We follow Local Authority admissions criteria and believe that local children should attend local schools, we are not selective and we are fully inclusive. We provide personalised professional development and training combined with an extensive range of career development opportunities; ensuring every colleague feels valued and appreciated.

"Pupils are very committed to their learning and their time in lessons well."

OFSTED 2022



Introduction to AGS

Dear Candidate,

We are a small comprehensive school set in a stunning rural location. The school is an academy with high standards and ambition for all our students. Our school values of Kindness, Respect and Community are lived out day to day.

Our carefully sequenced curriculum is strong and well balanced, with plenty of choice. We are committed to developing every student's particular strengths in an environment in which they can thrive. Appleby Grammar School is a member of the South Lakes Federation which provides support in many areas including networking for our curriculum areas.

As an 11-18 comprehensive school serving families throughout the historic town of Appleby-in-Westmorland, we pride ourselves on the fact that all students thrive in a caring environment and are well motivated and co-operative. Our students are courteous and have a high degree of respect for others. They are proud of their school and enjoy learning.

We are delighted to be recruiting for a Permanent Full-Time Teaching Assistant (term time only) to join our Learning Support Department. We are looking for an enthusiastic Teaching Assistant with a passion to support students in KS3 and KS4. We can offer you an exciting opportunity to work in a welcoming and supportive environment for students and staff alike.

We teach with a clear focus on supporting all students to achieve positive outcomes. You will work our SENDCo as well as teaching staff and the Senior Leadership Team to continually drive attainment and standards across the department and the school.

We seek a teaching assistant who is:

- Highly professional and motivated;
- A supportive member of the team;
- Passionate in supporting the learning of young people;
- Well organised and motivated to support students of all abilities and needs.

We welcome committed, dynamic and creative applicants with a dedication for inspiring and improving the life chances of young people. We have high expectations of all our staff whether teaching or non-teaching and we value them **all** highly.

This is a very exciting time for the school and for the right candidate. Work started in September 2025 to rebuild our main teaching block and refurbish our current listed school buildings.

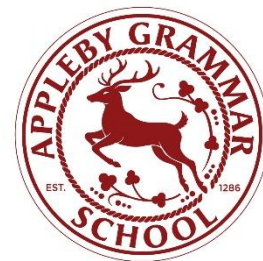
If you would like to visit and meet myself, or if I can assist your application process in anyway then please do not hesitate to contact me. The right candidate is the most important outcome for our students.

I look forward to meeting you.

Yours sincerely

Mr P J Nicholson
Headteacher

“Leaders have designed an ambitious curriculum for pupils, including those with SEND.”
OFSTED 2022



The Department

The department is on an exciting journey of improving academic performance within an engaging and inclusive environment. You would become part of a small but dynamic team with a shared interest in encouraging the engagement and enjoyment of learning within all students.

Staffing

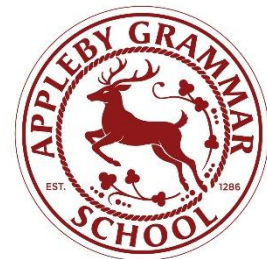
The Learning Skills Department is a small department consisting of a SENDCO, 2 Higher Level Teaching Assistants, 1 Senior Teaching Assistant and 4 Teaching Assistants.

Resources

The department is based within the Learning Skills Centre, which provides a positive environment for small group work and is equipped with various resources to support students who have additional needs.

The Learning Support Team aim to support all students but particularly those students who, whilst able to access the school curriculum, may need extra help due to a specific learning difficulty or lack of confidence in a particular aspect of their work.

The range of Special Educational Needs includes: Moderate Learning difficulties, Dyslexia, Autism, ADHD, DLD and Dyscalculia. We also work closely with students who have an Education Health Care Plan. Students are supported within the classroom, but also within small groups and when necessary on a one-to-one basis. In addition, students are supported during the less structured part of the school day, e.g. breaks and lunchtimes.

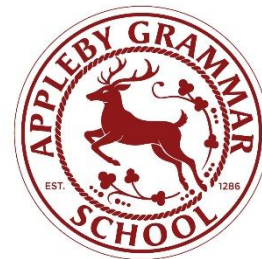


Salary Details

This post is paid under the Westmorland & Furness Council Job Families Pay and Grading Structure, grade 5A at a rate of £23,043 per annum, proportionate to the full-time rate of £26,821 pro rata per annum.

The advertised post is for 37 hours per week.

This post is a term time only post for 38 weeks per year, plus 1 week of additional inset days, total 39 paid working weeks per year.



Job Description

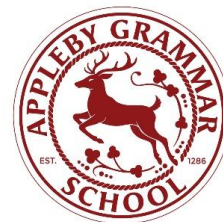
Job Title:	Teaching Assistant
Salary:	Grade 5, PCD5A £26,821 pro rata per annum
Hours of work:	37 hours per week
Department:	Learning Skills
Responsible to:	SENDCO – Mr Ian Noble

Job Purpose

This post will involve supporting students in Key Stage 3 and 4. Under the supervision of the SENDCO, teachers and senior staff, undertake a range of varied tasks to support teaching, learning and care, by working with individuals or small groups of students either in or outside of the classroom.

Main Duties and Responsibilities

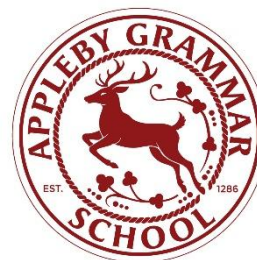
- to promote and be committed to the school aims and objectives;
- to maintain and contribute to the development of school policies;
- to promote and be committed to securing high expectations for learning and the raising of achievement;
- to implement planned learning activities/teaching programmes as agreed with the SENDCO/teacher, adjusting activities according to student's responses;
- to support the SENDCO/teachers, in monitoring, assessing and recording student progress and behaviour in order to contribute to the planning and evaluation of learning activities;
- to provide feedback to students in relation to attainment and progress under the guidance of the teacher;
- to support students' social, emotional and physical wellbeing, reporting concerns to the appropriate person;
- to be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person;
- to encourage independent learning and promote inclusion of all students in and outside of the classroom and escorting and supervising students on educational visits and out of school activities;
- to select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
- to share information about students with other staff, parents/carers, internal and external agencies, as appropriate;



- within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage students to take responsibility for their own behaviour;
- Teaching Assistants in this role will be expected to work with students with severe and complex learning difficulties and associated disabilities including those with challenging behaviour;
- to be the identified 'keyworker' for some students;
- contribute to department and academy enrichment programmes;
- contribute to team review, monitoring and evaluation, and the development of working practices;
- participate in working groups and projects;
- take part in other professional development activities.

Other Specific Duties

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.



Person Specification – Teaching Assistant

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
Level 2 Maths and English Qualification.	*		A/C
QCF recognised Level 2 Qualification, such as Level 2 Award in Support Work in Schools or Level 2 Certificate in Supporting Teaching and Learning in School.	*		A/I/C
Understanding of health and safety issues and good practice.	*		A/I
Awareness of practices and procedures within education relating to the welfare, safety and education of children.	*		A/I
General understanding of national/foundation stage curriculum and other basic learning programmes and strategies.	*		A/I
Basic understanding of child development and learning.	*		A/I
Knowledge of other young people services.		*	A/I
EXPERIENCE			
Working with or caring for children/young people.	*		A/I/R
Working with or caring for children/young people in a secondary school environment.		*	A/I/R
Working in a classroom setting.	*		A/I/R
SKILLS			
Ability to self-evaluate learning needs and actively seek learning opportunities.	*		A/I/R
Ability to form good working relationships with students and staff	*		A/I
Able to work independently and also constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	*		A/I/R
Effective behaviour/classroom management.		*	A/I/R
An ability to demand high standards.	*		A/I/R
Effective time management.	*		A/I/R
The ability to meet deadlines.	*		A/I/R
Good ICT skills.	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Flexible and committed to work across our group of partnership schools.	*		A/I
Takes initiative.	*		I/R
Is self-motivated.	*		I/R
Work in ways that promote equality of opportunity, participation, diversity and responsibility.	*		A/I
A commitment to abide by and promote the School's Equal Opportunities, Health and Safety and Child Protection Policies.	*		A/I
A commitment to the ethos and values of the school.	*		A/I
To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives.	*		A/I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I
The post holder will require an enhanced DBS.	*		C

Key: ESS = Essential; Des = Desirable; MOA = Method of Application; A = Application; I = Interview and assessment; R = Reference; C = Certificate



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Required start date : From September 2026

Term Time only - 37 hours per week, plus 1 week

Grade 5, PCD5A - £26,821 per annum

11-18 Mixed Comprehensive Academy: NOR 368

The governors are seeking to appoint an enthusiastic and innovative teaching assistant to contribute fully to the future development of the department and the school.

Teaching Assistant

The successful candidate will be:

- passionate in supporting the learning of young people;
- well organised and motivated to support students of all abilities and needs;
- highly professional and motivated;
- a supportive member of the team;

We can offer you:

- the opportunity to join a supportive staff and governing body and work with well-motivated students;
- Students who are well motivated and co-operative;
- the opportunity to join an improving and successful academy.

Further details and a recruitment information pack can be downloaded from the school's website. Informal discussions with the Headteacher about this post are welcome.

- Application is by completed application form and by letter (no more than two sides), outlining the reasons for your application and why you consider yourself a suitable candidate for the role.
- The closing date for receipt of completed applications is 12 noon on Tuesday 01 September 2026.
- Interviews will be held w/c 07 September 2026.

Please note that if you have not been contacted then you must assume that you have not been shortlisted and your application has been unsuccessful.

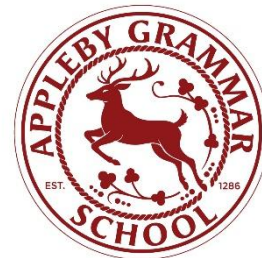
Appleby Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to completion of satisfactory employment vetting checks in accordance with statutory guidance Keeping Children Safe in Education, September 2025.

Battlebarrow, Appleby-in-Westmorland, Cumbria, CA16 6XU
T: 017683 51580 F: 017683 52412 E: admin@appleby.cumbria.sch.uk

www.appleby.cumbria.sch.uk



Appleby Grammar School is a charitable company limited by guarantee in England and Wales with company number 07698461 Registered Office: Appleby Grammar School, Battlebarrow, Appleby, Cumbria CA16 6XU



Privacy Notice – Job Applicants

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about **individuals applying for jobs at our school**.

We, Appleby Grammar School, Battlebarrow, Appleby, Cumbria, CA16 6XU – 017683 51580, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Darren Hobson (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store, and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

- a) Enable us to establish relevant experience and qualifications
- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Enable equalities monitoring
- d) Ensure that appropriate access arrangements can be provided for candidates that require them

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of 3a, 3b, 3c and 3d above, in accordance with the 'public task' basis – we need to process data to fulfil some of our statutory functions as a school.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights

- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our Record Keeping and Retention Policy sets out how long we keep information about job applicants. You can view or obtain a copy of the policy on our website or from the school office.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

7.1 Transferring data internationally

We may share personal information about you with international third parties, where different data protection legislation applies. Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Darren Hobson
Appleby Grammar School
Battlebarrow
Appleby
Cumbria
CA16 6XU
Tel: 017683 51580
Email: admin@appleby.cumbria.sch.uk