



THE GRAMMAR
SCHOOL AT LEEDS

Be Inspired



Primary teaching assistant

The role

Primary teaching assistant

Reports to: The Vice Principal and Head of Primary

Main responsibilities:

Teaching and learning

- Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting a range of strategies as directed by the teacher.
- To lead small groups as well as work with individuals under the guidance of the teacher apply the teaching and learning strategies deployed by the teacher.
- To cover the class for short periods of time (normally no more than 30 minutes) to enable the teacher to focus on individuals or a small group or if the teacher needs to be absent from class.
- Prepare appropriate resources for lessons as directed by the teacher.
- Accompany teachers and pupils on educational visits and engage in the learning process for the benefit of the pupils
- Liaise with the teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.
- Provide feedback to the teacher and contribute to the development of work and support programmes for individuals and groups, in order to further support learning or behaviour.
- Support the assessment process by carrying out for eg observations, in class marking and completing individual pupil records eg reading records in line with the assessment policy. This could include being involved in the assessment of prospective pupils.

Pastoral care

- To actively work to safeguard our pupils by following the school safeguarding policy at all times.
- Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally.
- Ensure that all pupils are adequately supported in the acquisition of social skills through either direct or indirect intervention strategies as directed by the teacher.

- To ensure that the pupils behave appropriately at all times in line with the school behavior policy so that they enjoy themselves but are safe.
- Provide pastoral/welfare support for all pupils in order to encourage their social and emotional stability and development.
- Assist with the supervision of pupils in the playground and at lunchtimes to ensure children have a happy yet safe playtime through encouraging all pupils to be involved in appropriate games and to help the pupils solve conflicts as they occur.
- Administer first aid and support children with intimate care needs as necessary.

Management of resources

- Assist in the preparation and creation of attractive and interactive learning displays.
- Support the teachers in ensuring that resources are maintained effectively and available when needed.

Communications and marketing

- Work with the teacher to develop effective home school links and liaise with parents as appropriate and to keep the school fully informed of relevant information.
- Be aware of the need for confidentiality concerning each pupil and any issues related to that pupil.
- Work collaboratively with colleagues to effectively meet the needs of all pupils.
- Communicate concerns regarding any areas of school life eg health & safety to the relevant person in a timely manner in line with the school policies.
- To market the school through for eg attending Saturday open day, taking parents on tours, meeting and greeting their children for assessments and being involved in new parents' events.





Training and development of self and others

- To participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.
- To participate in the school's performance development process

General:

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All colleagues employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All colleagues should be aware of the school's health & safety policy and implement it as appropriate.
- Actively contribute to a culture that promotes positive mental health and wellbeing among colleagues and pupils, recognising the impact of workload, behaviour, and communication on others.



The person

Qualifications & attainments

- Minimum of GCSEs in maths and English, grade C/4
- Evidence of attainment of a recognised TA qualifications level 3 and above
- Full and relevant early years qualification

Experience & knowledge

- Experience of working with children at the appropriate age group
- Knowledge and understanding of how children learn
- Knowledge of National Curriculum and/or Early Years Foundation Stage requirements for primary aged children.

Essential Desirable

✓	
✓	
✓	✓
✓	
✓	

Skills & qualities

- Ability to communicate effectively orally and in writing to a range of audiences
- High level of organisational skills including being able to manage resources
- Can work effectively as part of a team
- Confident IT skills
- Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with both pupils and parents
- Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure
- Commitment to safeguarding, child protection, the promotion of a safe environment for learning and high levels of pastoral care
- Positive, optimistic, problem solving attitude
- Open-minded, flexible and receptive to new ideas, approaches and challenges
- Dedicated to seeing tasks through to the end

Essential Desirable

✓	
✓	
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Values & ethos

- Commitment to child protection and the promotion of a safe environment for learning
- Commitment to the school's support and promotion of equality and diversity
- Commitment to continuous self-development

Your benefits

Colleague benefits - term time only support

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

<p>Access to our Colleague Assistance Programme well-being app, Vivup, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions</p> 	<p>Personal pension plan with Aviva up to 5% colleague contribution and 10% employer (with the facility to pay higher or lower colleague contributions)</p> 	<p>Beautiful lunch time walking routes around our 140 acre site</p> 	<p>Generous leave of absence scheme to support our colleagues when they need it</p> 	<p>Colleague discounts through multiple providers, including Vivup, Discounts for Teachers and Extras</p> 
<p>Access to our 24/7 GP provider, Health hero</p> 	<p>Training and CPD available including five inset days per academic year</p> 	<p>Enhanced school holidays, approximately 16 weeks non-term time</p> 	<p>Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps</p> 	<p>Significant discount on school fees</p> 
<p>Colleague lunches: three courses available for £2.40 during school lunchtimes plus free tea, coffee and hot chocolate</p> 	<p>Subsidised childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11)</p> 	<p>Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events</p> 	<p>Use of the school's extensive library facility</p> 	<p>Free car parking available on site</p> 
<p>Salary sacrifice schemes for cycle to work</p> 	<p>Free after school childcare until 6pm for the hours that you are working (subject to availability)</p> 	<p>Subsidised flu vaccination onsite</p> 	<p>Enhanced payment for maternity, paternity and adoption leave (subject to meeting certain eligibility criteria)</p> 	<p>Free use of the school bus service (subject to availability)</p> 

About us

The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 members of staff, based on a modern, purpose-built campus in north Leeds.

A rich heritage combined with an innovative approach, GSAL offers academic excellence and a breadth of opportunity that develops and celebrates the strengths of all pupils and staff. The school seeks to nurture all its pupils to make the most of their talents, realise their potential and develop a confidence to rise to any challenge.

Academic achievement is at the heart of a rounded education at the school. A rich, stimulating curriculum combined with a caring pastoral system helps to develop curious and successful learners and well-rounded citizens alongside achieving consistently excellent academic outcomes.

GSAL is a co-educational school which follows the 'diamond model'. Between the ages of 3 and 11, pupils are taught together before moving into predominantly single-sex academic classes from ages 11 to 16 years, later reverting to mixed teaching groups in sixth form. This structure offers the advantages of single sex teaching and learning, together with the continued benefits of mixed co-curricular and pastoral engagement.





Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

- Fairness
- Respect
- Equity
- Diversity
- Inclusion
- Engagement

**PROUD TO BE™
FREDIE**

We care
We are brave
We grow a little every day



Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2023 the school was awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



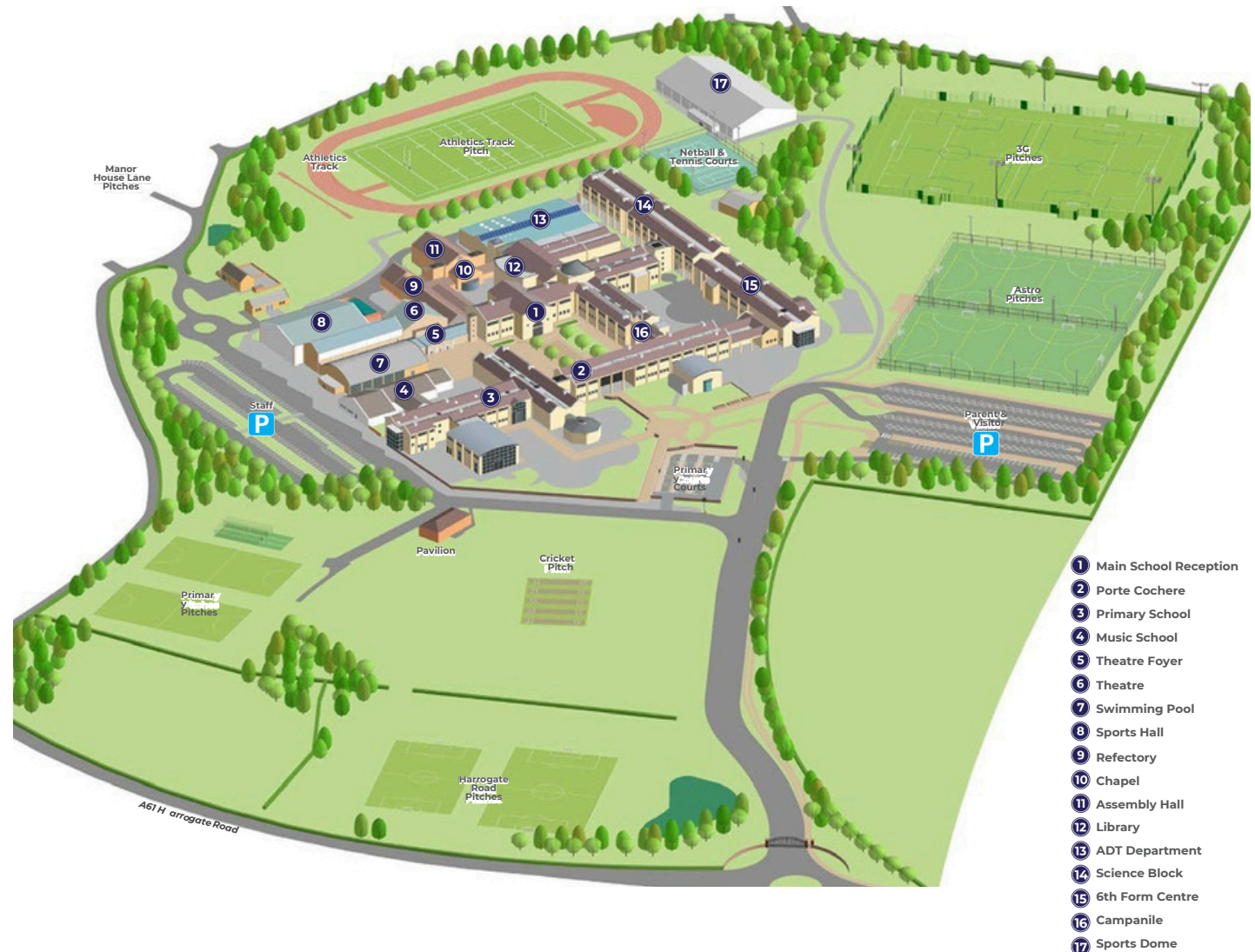
Our location and facilities

Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire’s beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.



Recruitment process

COMPLETE APPLICATION FORM

Please ensure you complete your full employment history since leaving school, accounting for any gaps in employment.

1

APPLICATION REVIEWED

The recruiting panel will review your application against the criteria as listed on the person specification, as well as your experience and qualifications where relevant.

2

SHORTLISTING

The recruiting panel confirm the shortlisted applicants. You will receive a decline notification at this time if you are not shortlisted.

3

APPOINTMENT CONFIRMED

You will be contacted by the recruiting panel following interviews to confirm if you are being offered the role. You confirm your acceptance at this point. Once you verbally accept, you will receive an offer letter from HR.

6

INTERVIEWS

You will attend site for interview. You will need to make sure that you bring three pieces of ID and your qualifications listed on your application. These must be original documents. You must also complete a self-disclosure ahead of interview and return this to HR.

5

INTERVIEW INVITATION

For shortlisted candidates, you will receive an invitation to interview detailing the specifics of the day. For some roles, there may be an initial longlist interview before shortlist interviews face to face.

4

NEXT STEPS FROM HR

HR will contact you with next steps. This may include inviting you to bring any missing documents you did not bring to interview, confirming gaps in employment.

7

DBS APPLICATION

You will receive an invitation from HR to complete your DBS application via a third party provider, Carecheck. HR will then use the ID you provided an interview to submit your application. You will receive your DBS certificate in the post directly. Please let HR know when you receive this.

8

HR CHECKS

From your offer letter, HR will be completing your pre-employment checks in the background. This includes checking for gaps in your employment history, chasing your references, checking your health and childcare disqualification forms, checking your DBS and any overseas checks. HR may send you queries during this time to complete these checks.

9

CHECK REVIEW

Once your checks are complete, the HR team will put together a personnel file for you. This is then reviewed by the Director of HR and VP and Head of Primary before you can receive an unconditional of appointment.

10

AGREE A START DATE

Your line manager will contact you to agree a mutually convenient start date for you. Once agreed, HR will send a contract to you listing the agreed start date.

13

TRAINING AND POLICIES

You will be sent access to the HR system to complete training and policy reading ahead of your first day onsite. You will also receive induction information at this time.

12

NEW STARTER INFORMATION

You will provide personal details to HR as well as an ID photo for them to be able to add you to systems and make an ID badge ready for your first day.

11

JOIN OUR
team





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Be Inspired

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