



## RECRUITMENT PACK

# Primary Teaching Assistant



ROUNDHAY  
SCHOOL

PRIMARY CAMPUS

# Job Application Pack

For the position of

## Primary Teaching Assistant

Primary – Fixed term initially until 31 August 2026 – 37 hours per week

Term time only + 7 days to work as training days and in holiday club.  
Scale: B1 pt. 4 actual salary £21,207 to pt. 6 actual salary £21,884

*Start Date: 1 September 2025*

To apply for this position please go to the following link and complete the online application form in full:

[Current Vacancies - Roundhay Schools](#)

Please remember to detail all your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

Please note that we are not permitted to accept CVs.

The application deadline for this position is **Monday 23 June 2025 at 9am**

***We encourage early applications and reserve the right to close this vacancy at any time.***

For our Ofsted Report:


<https://reports.ofsted.gov.uk/provider/28/108076>

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):

<https://www.roundhayschool.org.uk/our-school/statutory-information/>



HEAD OF PRIMARY Mr. A. Field | DEPUTY HEAD TEACHER Mr. D. Mitchell



ROUNDHAY  
SCHOOL  
PRIMARY CAMPUS

Dear Prospective Applicant

## WELCOME

Thank you for expressing an interest in becoming a member of staff at our Primary Campus. This is a fantastic opportunity to join the Primary Team at our highly successful all-through school which achieved 'World-Class' accreditation in January 2023, OFSTED Outstanding in November 2023 and Primary School of the Year in November 2021.

We are currently looking to recruit a new **Primary Teaching Assistant** to join our excellent team. The aim of all colleagues at Roundhay School Primary Campus is to ensure our children become 'Recognisably Roundhay' and are fit and ready for their future beyond the Primary Campus. We work hard as a team to ensure that all staff and pupils feel happy, valued, and listened to. As a multi-cultural and very diverse school, we welcome applicants from all backgrounds, cultures, faiths and religions. Everyone is welcome here at Roundhay.

The successful candidate will:

- Be a highly skilled and knowledgeable individual
- Be hard-working, positive and enthusiastic with a passion for striving for excellence
- Set high expectations which nurture, inspire, motivate and challenge all pupils
- Have positive working relationships with children, staff and parents
- Respect and embrace the diverse intake of children and families that we serve. Living and breathing one of our core values: 'We Celebrate Diversity'.

The successful candidate will have access to our comprehensive staff wellbeing package which includes:

- ❖ An excellent suite of continuous professional development including opportunities to qualify as a High Level Teaching Assistant.
- ❖ Access to our 'School Advisory Service' which includes free GP, counselling and physiotherapy services along with menopause, weight-loss and wellbeing support
- ❖ Access to the 'Vivup' employee benefit package which also includes discounted car leasing and discounts on high-street purchases
- ❖ Further staff wellbeing and social opportunities including visiting coffee vans, social events and more!

If you'd like to find out more about the role at our wonderful school, please do not hesitate to call or email [jkelly@roundhayschool.com](mailto:jkelly@roundhayschool.com)

You can also find out more information about our school by watching this recruitment [video](#).

Yours sincerely

Alastair Fox-Field  
**Head of Primary**



HEAD OF PRIMARY Mr. A. Field | DEPUTY HEAD TEACHER Mr. D. Mitchell



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**ROUNDHAY  
SCHOOL**

EST. 1903

Dear Prospective Applicant

**WELCOME**

Thank you for expressing an interest in the advertised position at our **'outstanding school'** (Ofsted 2024).

We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding sixth form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing development and wellbeing.

Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable, infectious place to work and learn; staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours sincerely



Matthew Partington  
**Executive Headteacher**



HEADTEACHER  
Matthew Partington

HEAD OF SECONDARY  
Jenny Hogarth

DEPUTY HEADTEACHER  
John Mattinson

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# School Overview



## An All-through School

Being part of an all-through school offers a wide range of opportunities for both staff and pupils. In addition to specialist teaching, which take places across both campuses, children also benefit from subject leaders from across all phases working together to design and implement high quality curriculums.

A seamless transition from primary to secondary is enabled by exploiting opportunities for cross-phase working so that children are familiar with staff, facilities and routines. For example, pupils from each campus regularly make visits to the other campus as part of the curriculum such as to watch a performance or take part in a joint activity. Opportunities for the children to give something back to the school community and take on responsibilities are offered through schemes such as Year 9 lunchtime leaders at primary; Year 10 Community action; Sixth form volunteers; Sports Leaders; and Pupil Ambassadors across the whole age range.

Opportunities are provided for professional development for staff who are encouraged to drive their own learning. Educational continuity is possible when staff collaborate across phases. Subject and pedagogical expertise are shared and developed.

Parents also have peace of mind knowing that their child will be continuing their education at the same school from age 4 to 18, allowing for the development of strong working relationships with school staff that will be sustained throughout their child's time at Roundhay.

## Primary Phase Overview

### Staffing

The senior leadership team at our Primary Campus currently consists of a Head of Primary, Deputy Headteacher and a wider leadership team including Assistant Headteachers and middle leaders. We have classes from Reception to Year 6. Class teachers are well supported by a number of teaching assistants, special needs assistants, admin staff and a highly skilled inclusion team.

### Accommodation

The Primary phase is positioned on a stunning green-field site, approximately one mile from the secondary campus, near the perimeter of Roundhay Park. The building was completed in April 2013 and offers state-of-the-art facilities and resources including. The substantial outdoor space includes playgrounds with extensive play areas and fixed equipment to promote physical development; a multi-use games area for use at playtimes and in PE lessons; a large field for a range of sports.

### The Curriculum

At Roundhay, our curriculum is carefully designed, implemented, and reviewed to ensure that our core values are **LIVED** through everything that we do within and across our school. We **strive for excellence** on a daily basis to ensure children are responsible, resilient and ready for their next chapter at Roundhay.

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Our curriculum is designed with ambition, for all of our pupils, to create a broad range of opportunities and memorable experiences which ensure that children are:

**Happy  
Safe  
Show respect  
Enjoy a challenge  
Celebrate diversity  
...and are Ready and fit for their future!**

We tailor our curriculum to suit the context of our school because Roundhay pupils need:

- **Talk and rich language environments** with explicit teaching  
*'Our learning floats on a sea of talk'*
- **Stories, conflicts and dilemmas** to be curious about, explore and learn from...
- To **connect their knowledge, skills and understanding through spaced repetition** and through the teaching of **dense ideas**
- **'To see themselves through our curriculum'** to ensure high levels of engagement and pupil participation
- **Explicit teaching of emotional literacy, self-regulation and wellbeing** so that
- To develop children's **strength of character** by learning through key themes which support children's global development and allow them to become change agents

Find out more by visiting <https://www.roundhayschool.org.uk/primary-school/curriculum/>

## Early Years Department Overview

### Staffing

The Early Years team is led and managed by our Early Years Leader. They are supported by a team of teachers and teaching assistants who all work hard to ensure the very best for our young children.

### Accommodation

The Early Years unit is a purpose built, spacious area which includes two heavily resourced classrooms, a shared area known as 'The Studio' along with a large, outdoor area which includes climbing frames, bike tracks, sandpits and a forest school area. The outdoor area has received investments of over £30,000 over the last 3 years and is now a very exciting space!

### The Curriculum

The Early Year curriculum forms the foundations of our whole school curriculum. Children engage in a range of adult directed and child-initiated activities over the course of the day. The curriculum is carefully planned, considered, and regularly reviewed to ensure that it meets the needs of all pupils. More information can be found [here](#).

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# School Highlights

## Primary School of The Year 2021

Roundhay Primary Campus was awarded the Primary School of the Year Award 2021 at the Pearson National Teaching Awards.

We were selected from thousands of nominations, and Roundhay Primary campus was honoured alongside fellow Gold Winners across 15 categories.

Alastair Field (Head of Primary Campus) said “I was blown away when we discovered that we have won this national award. It is a real testament to the hard work of our amazing pupils and staff who work tirelessly to do ‘whatever it takes’ to make our school such a wonderful and happy place to work and learn!”

Matthew Partington (All-Through School Executive Headteacher) – “When I realised we’d won this award, I cannot get across how proud I felt. I’ve always known that we have phenomenal young people and an exceptional staff team at Roundhay, but to receive recognition on the national stage is great news for the Roundhay community and the City of Leeds”.

Education Secretary Nadhim Zahawi continued: “I would like to congratulate Roundhay School for this recognition of their amazing work and dedication to their students. Winning one of these awards is a terrific achievement and is testament to their skill, commitment and passion for teaching. We are lucky enough to have some of the best teachers in the world and I would like to thank every single one of our education staff for their hard work supporting children and young people, especially during the pandemic.”

Sharon Hague, Managing Director of Pearson School Qualifications, said: “Roundhay Primary School is a shining example of the wonderful educators who work tirelessly across the country to provide the best possible experience for their students, and we thank them all.”

Rachel Johnson, CEO at PiXL, supporter of The Award for Making a Difference – Primary School of the Year, said: “Roundhay Primary School is a fantastic school and a very deserving winner of this award”



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## World Class School

In 2023 we went through a rigorous assessment process with the 'World Class Schools' organisation. This organisation awards a quality mark to non-selective state schools that offer the best education in the UK. They judge students against a framework of skills and competencies they feel young people need to flourish in an emerging global economy. There will only ever be one hundred schools in the UK who have achieved 'World Class Status'.

Potential 'World Class' schools are deemed to be outstanding by 'Ofsted' at the time of their accreditation and the assessment process for the Mark provides a unique insight into the impact schools have on their students. Our results and outcomes were scrutinised across the five key stages and then the director of WCSQM spent a day dropping into lessons, speaking to our pupils and meeting with members of staff. Once we had passed this first stage we were able to move forward in the process.



One of the unique features of the 'World Class Schools' Quality Mark assessment descriptors is that they apply to the pupils, not the school. A group of pupils undertook a comprehensive self-assessment exercise to establish what it is about the school that makes them 'World Class'. They also had to take part in filming a video to represent daily life at Roundhay (which became the 'We are Roundhay' film). Pupils then had to take part in a full day assessment at Reading UTC where they were judged against the Mark's framework by shadow assessors who followed their every move.

The WCSQM state that: 'it is the calibre of the student which proves the calibre of the school. If the school is truly 'World Class' then the students will be able to own and demonstrate 'World Class' qualities.

### A 'WORLD CLASS' STUDENT:

- is highly literate scientifically, mathematically, technologically and culturally
- consistently out-performs students from similar contexts, and is committed to continually improving their performance
- is an excellent learner, dedicated to lifelong learning
- is a compelling candidate in their field for higher education and/or employment, being globally aware, confident and prepared for life in an international environment.'

We are extremely proud that Roundhay School passed the assessment process with flying colours and has now received full 'World Class Status' accreditation. The pupils involved in the process were an absolute credit to our school but it needs to be recognised that this award does not just recognise a small group of pupils, it represents our whole school community. We are 'World Class' because of the work we do together. Parents, pupils, staff and anyone connected with Roundhay all play their part in making this school what it is – "We are Roundhay".

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# Job Description

## Primary Teaching Assistant

Primary – Fixed term initially until 31 August 2026 – 37 hours per week

Term time only + 7 days to work as training days and in holiday club.

Scale: B1 pt. 4 actual salary £21,207 to pt. 6 actual salary £21,884

**Responsible to:** Head of Primary/Phase Leader

### Purpose of the Role

To enable all pupils to achieve high standards of learning and well-being.

To support the delivery of a stimulating and effective curriculum, which will enhance children's emotional, social, physical and intellectual development throughout the school day and during wrap around care.

### Main duties include:

1. To work under the direct instruction of teaching/senior staff, in and out of the classroom to support children.
2. To support children both in groups and on a 1:1 basis under the direction of the leadership team.
3. To support children with a range of needs which may include English as an Additional Language and SEND needs.
4. To support the delivery of a broad and balanced curriculum that will meet the relevant National and Local Standards, under the direction of the class teacher and the leadership team
5. To independently undertake group work, interventions and deliver learning programmes under the direction of the class teacher and senior leaders.
6. To attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
7. To support the development of the learning environment
8. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
9. To develop children's language and communication skills through interactions and interventions
10. To promote the inclusion and acceptance of all pupils building on our school ethos and culture
11. To support the learning and development of SEND and vulnerable learners, following individual education plans, EHC Plans and Individual Pupil Risk Assessments.
12. To encourage pupils to interact with others, act independently as appropriate, and engage in activities led by the teacher
13. To be aware of pupil problems/progress/achievements and report to the teacher as agreed
14. To work in our wrap-around-care provision, supervising pupils and supporting with the delivery of the curriculum.
15. To undertake pupil record keeping as requested
16. To manage pupil behaviour following the school's policies and procedures
17. To provide clerical/administrative support where needed
18. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

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19. To be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
  20. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
  21. To contribute to the overall ethos/work/aims of the school
  22. To participate in meetings, training and other learning activities and performance development as required
  23. To undertake supervision of pupils out of lesson times, including before and after school and at lunchtimes
  24. To accompany teaching staff and pupils on visits, trips and out of school activities as required
  25. To work flexibly and positively across departments and campuses to ensure the very best provision for our students
  26. The job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time

**Key Skills:**

Any other suitable duties as may be required from time to time by the Head of Primary  
This job description may be reviewed by agreement from time to time.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced DBS background check and other relevant checks inline with requirements outlined in 'Keeping Children Safe in Education' (2023). Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

***Roundhay is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS disclosure.***

# Person Specification

Mode of Assessment	A = Application I = Interview P = Presentation C = Certificate	Essential	Desirable
<b>Qualifications</b>			
A, I, C	<ul style="list-style-type: none"> <li>5+ GCSEs (or equivalent)</li> <li>A levels</li> <li>Paediatric First Aid</li> <li>Level 4 HLTA Qualification</li> </ul>	X	X X X
<b>Special Knowledge</b>			
A, I	<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum</li> <li>An Understanding of classroom roles and responsibilities</li> <li>An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection</li> </ul>	X X	X
<b>Skills</b>			
A, I	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>Good I.T. skills</li> <li>Good organisational skills</li> <li>Able to use initiative</li> <li>Ability to work effectively as part of a team</li> <li>Excellent communication and interpersonal skills</li> <li>Confident and calm when dealing with difficult situations</li> <li>Patient, supportive and sensitive to pupils with specific needs</li> </ul>	X X X X X X X X	
<b>Experience</b>			
A, I	<ul style="list-style-type: none"> <li>Experience working with children of the relevant age.</li> <li>Experience of working in a childcare or play work</li> </ul>	X	X

	setting <ul style="list-style-type: none"> <li>• Experience of working with pupils with additional needs</li> </ul>	<b>X</b>
<b>Attributes</b>		
A, I	<ul style="list-style-type: none"> <li>• To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives</li> <li>• An ability to respect sensitive and confidential work</li> <li>• Willing to abide by the school's Equal Opportunities Policy in the duties of the post and as an employee of the Council</li> <li>• Willing to carry out all duties having regard to an employee's responsibility under the school's Health &amp; Safety Policies</li> </ul>	 X  X X  X
<b>Safeguarding Children</b>		
	<ul style="list-style-type: none"> <li>• Ability to maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline</li> <li>• An understanding of statutory safeguarding responsibilities</li> </ul> <p><b><i>Roundhay is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS disclosure.</i></b></p>	   X  X  X

# How to Apply

For the position of

## Primary Teaching Assistant

Primary – Fixed term initially until 31 August 2026 – 37 hours per week

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*Start Date: 01/09/2025*

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Please remember to detail all your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

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