

Church Lane, Kirby Hill, YO51 9DS

Website: [www.kirbyhillprimary.org.uk](http://www.kirbyhillprimary.org.uk)

Email: [admin@kirbyhill.n-yorks.sch.uk](mailto:admin@kirbyhill.n-yorks.sch.uk)

Tel: 01423 322713

Headteacher: Miss Lisa Welburn BSC (Hons), MA (Ed), PGCE, MCCT



## General Teaching Assistant and Midday Supervisory Assistant Post Application Pack

September 2026



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# Kirby Hill C of E Primary School

**All things are possible for one who believes (Mark 9:23)**

Welcome from the Headteacher: September 2026

Kirby Hill C of E Primary School  
Church Lane  
Kirby Hill  
Boroughbridge  
York  
YO51 9DS

Tel: 01423 322713

email: [admin@kirbyhill.n-yorks.sch.uk](mailto:admin@kirbyhill.n-yorks.sch.uk)

website: [www.kirbyhillprimary.org.uk](http://www.kirbyhillprimary.org.uk)

Dear Prospective Applicant,

On behalf of the children, staff and governors, I would like to offer you a warm welcome to Kirby Hill Church of England Primary School. We would like to thank you for showing an interest in the above position. This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job at our school.

Our school prides itself on its commitment to setting high expectations for all members of our school community. Our distinct Christian character means we provide a nurturing environment within which children can embrace and celebrate their uniqueness, and thrive. Through our rich and stimulating curriculum, we promote a positive attitude towards learning where children are eager to face challenges and have the courage and resilience to learn from their mistakes.

Because of our unique and caring environment, both children and staff enjoy coming to school. We strive for excellence in all areas and ensure that everyone can fulfil their true potential. We foster growth mindsets and encourage people to work hard and believe in themselves: "If you can believe it, you can achieve it."

We are proud of Kirby Hill Church of England Primary School and we welcome visits from prospective candidates. If you would like to visit the school, or you have any questions please contact the school office via the information above. Our school website also has a wealth of information about our school.

We wish you every success with your application and we look forward to meeting you in the near future.

Yours sincerely,

**Miss Lisa Welburn**  
**Headteacher**

## Advert:

**General Teaching Assistant and Midday Supervisory, Kirby Hill Church of England Primary School, Boroughbridge.**

Salary: £17,953.95 - £18,180.28, Per Annum, .

Contract: Permanent, Term time only plus training days (GTA post)

Hours: GTA and MSA Combined 30 Hours, per week

Location: Kirby Hill Church of England Primary School, Boroughbridge.

We are looking for a dedicated and hardworking GTA to join our ambitious and supportive staff team, starting as soon as possible.

Kirby Hill C of E Primary is a welcoming and vibrant village school with a strong sense of community. Rooted in our Christian values and our vision - *Anything is possible for one who believes* - we are committed to providing a nurturing and inspiring environment where every child is encouraged to thrive. We believe that *if you can believe it, you can achieve it*, and our dedicated staff work together to create a happy, purposeful, and engaging learning experience for all.

We are looking to appoint a committed and enthusiastic Teaching Assistant to support teaching and learning across our school. The role will involve working with children in small groups or on a one-to-one basis, assisting with assessment and learning evidence, supporting educational visits, and working alongside teachers to create engaging classroom environments and resources.

If you share our belief in supporting every child to achieve their full potential and enjoy working as part of a dedicated and caring team, we would love to hear from you.

**Grade: GTA - 26.25hrs per week £15,757.64 - £15,983.97 (SP 3-6 dependent on experience); Actual Per Annum**

**Contract: Term Time only plus Training days**

**MSA - 3.75hrs per week (SP3) £2,196.31 Actual Per Annum,**

**Contract: Term Time only**

**Hours: 30 hours per week: GTA - 26.25 hrs; MSA - 3.75 hrs per week**

Location: Kirby Hill C of E Primary School, Boroughbridge.

**As part of our whole school team, we are able to offer you:**

- Enthusiastic and inquisitive children
- An experienced, dedicated and highly motivated team of staff
- Welcoming and supportive families
- A wonderful setting and learning environment
- A strong Christian ethos;
- Access to ongoing professional development.

**In return, we are looking for someone who:**

- Has high expectations and aspirations for themselves and our children
- Has a passion for learning
- Has excellent communication skills, enjoys working as part of a team and is willing to work flexibly alongside a range of children and adults
- Is able to provide nurturing and caring support for all children
- Has strong interpersonal skills and a positive outlook
- Has a good knowledge of current educational priorities

Visits from prospective candidates are welcomed on Thursday 10<sup>th</sup> September at 9.15am. or 3.45pm. Please contact the school office.

**Key Dates:**

**Closing date: Sunday 13<sup>th</sup> September, 12pm**

**Shortlisting: W/C Monday 14<sup>th</sup> September**

**Interviews: Monday 21<sup>st</sup> September**



## Kirby Hill C of E Primary School Teaching Assistant Job Description



|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Post title:</b>     | General Teaching Assistant (GTA)                                        |
| <b>Grade:</b>          | CD                                                                      |
| <b>Responsible to:</b> | Head Teacher / Higher Level Teaching Assistant/ SENCO/Inclusion Manager |
| <b>Staff managed:</b>  | None                                                                    |
| <b>Directorate:</b>    | Children's and Young People's Service                                   |
| <b>School name:</b>    |                                                                         |
| <b>Job family:</b>     | E - Education/School                                                    |
| <b>Date of issue:</b>  | October 2024                                                            |

### Context Statement

- This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
- The school is committed to supporting the needs of all children so that they can fulfil their full potential. This includes supporting children with their Social, Emotional and Mental Health (SEMH) needs and wellbeing. We expect all staff and volunteers to share this commitment.
- The school supports access to the curriculum for all children as part of NYC's commitment to inclusive education.
- The school is inclusive to all children and will support their individual needs. In line with the school's commitment to ensure access to education for all children, the school may require staff to support children/s medical needs (loco parentis) in line with a healthcare plan. Where required, additional training will be provided as appropriate, and an additional allowance may be an entitlement whilst undertaking such duties.
- All school employees are responsible for contributing to a learning environment that is innovative, engaging, happy and fulfilling for all pupils, and for ensuring all pupils' safety and welfare

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Job Purpose</b>             | <b>To work with teachers and other school employees to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required. To provide support to pupils including promoting pupils' independence, self-esteem, and social inclusion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Operational management:</b> | <ul style="list-style-type: none"> <li>• Support pre planned learning and SEMH activities as directed by the teacher</li> <li>• Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation, progress and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Support pupils with special educational needs through assisting with the delivery of specific learning programmes in line with the individual education plan (IEP) targets and to IEP reviews, for example through working one to one or with a small group on phonics catch-up activities.</li> <li>• Support the facilitation of pupils' access to educational provision as indicated by their Education, Health and Care Plan, where appropriately delegated</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies in accordance with whole school policy</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including those with additional SEND and wellbeing needs, physical needs and medical needs with training, encouraging and modelling positive behaviour in line with school policy.</li> <li>• Work alongside teachers in in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Undertake allocated supervision during breaktimes as required</li> <li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role, for example through feeding back to the class teacher about progress that the pupil has made during a learning activity.</li> <li>• Prepare for lessons appropriately including reading of materials shared prior.</li> </ul> |
| <b>Communications:</b>         | <ul style="list-style-type: none"> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals and colleagues</li> <li>• Be clear about the level of instruction, procedures and guidance that this role works within</li> <li>• Communicate effectively with all pupils, families, carers and other agencies / professionals</li> <li>• Share information confidentially about pupils with teachers and other professional as required</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Safeguarding:</b>           | <ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal hygiene, (including personal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                                  | <p>intimate care) and welfare, including physical and medical needs, whilst encouraging independence.</p> <ul style="list-style-type: none"> <li>Be responsible for promoting and safeguarding the welfare and wellbeing of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>                                                                                                                                                                                                                                   |
| <b>Administration/<br/>Other</b> | <ul style="list-style-type: none"> <li>Participate in appraisal, training and other performance management activities</li> <li>Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work</li> <li>Support the use of ICT and adhere to relevant policies</li> <li>Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations.</li> </ul> |

### Person Specification:

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Desirable                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>An awareness of child/young person's development and learning</li> <li>An understanding that children/Young people have differing needs</li> <li>Experience appropriate to working with children in an learning environment</li> <li>Good understanding of child development and learning processes – this may be achieved through induction and during probation period</li> <li>Understanding of guidance and requirements around safeguarding children and young people – if this criterion is not met on appointment, this may be achieved through induction and during probation period</li> <li>An understanding of Behaviour management techniques – if this criterion is not met on appointment, this may be achieved through the induction and probationary period and may include the provision of appropriate training.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>Knowledge of inclusive practice</li> </ul> |
| <p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers</li> <li>Good reading, writing and numeracy Skills</li> <li>Demonstrable interpersonal skills.</li> <li>Ability to work successfully in a team.</li> <li>Confidentiality</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes</li> <li>Ability to use authority and maintaining discipline</li> </ul>                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Creativity</li> </ul>                                                                                                             |



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| <ul style="list-style-type: none"> <li>• An empathy for equality &amp; diversity</li> <li>• Demonstrable ICT skills and the ability to use ICT as part of the learning process</li> <li>• Ability to understand of roles and responsibilities within the classroom and whole school context, and to work effectively as part of a whole school team</li> </ul> |                                                                                                                                                                                                                                                                                                                          |
| <p><b>Professional Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent i.e. English and maths skills at level 2</li> </ul>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Relevant NVQ level 3</li> <li>• <b>Relevant Level 3 EYFS qualification</b><br/><a href="https://www.gov.uk/guidance/check-an-early-years-qualification">https://www.gov.uk/guidance/check-an-early-years-qualification</a></li> <li>• Appropriate first aid training</li> </ul> |
| <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> </ul>                                                       |                                                                                                                                                                                                                                                                                                                          |

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You may be tested in some or all of the skill specific areas over the course of the selection process.

**Kirby Hill C of E Primary School  
 Midday Supervisory Assistant Job Description**

|                        |                                     |
|------------------------|-------------------------------------|
| <b>Post title:</b>     | Midday Supervisory Assistant (MSA)  |
| <b>Grade:</b>          | AB                                  |
| <b>Responsible to:</b> | Senior MSA or Office Manager        |
| <b>Staff managed:</b>  | None                                |
| <b>Directorate:</b>    | Children and Young People's Service |
| <b>School name:</b>    |                                     |
| <b>Job family:</b>     | <b>C&amp;S - Care &amp; Support</b> |
| <b>Date of issue:</b>  | August 2023                         |



## Safeguarding Statement

- Required to work indoors and outdoors when supervising the children and young people to ensure their safety.
- Enhanced DBS Clearance required

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job context</b>         | <ul style="list-style-type: none"> <li>• <b>To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Operational Issues:</b> | <ul style="list-style-type: none"> <li>• Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.</li> <li>• Assist with the removal of food and equipment once pupils have eaten their lunch.</li> <li>• Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.</li> <li>• Assist in the implementation of appropriate behaviour management strategies as required</li> <li>• Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.</li> <li>• Resolve minor disputes between pupils</li> <li>• Assist in the supervision of other activities during the midday break,</li> </ul> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                                 | including setting out and storing equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Communications:</b>          | <ul style="list-style-type: none"> <li>Establish rapport and respectful, trusting relationships with children, young people and those caring for them.</li> <li>Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.</li> <li>Communicate effectively with all staff, pupils, families and carers.</li> <li>Provide support and encouragement to children and young people.</li> </ul>                                                                                                            |
| <b>Safeguarding</b>             | <ul style="list-style-type: none"> <li>To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> <li>Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.</li> <li>Be aware of own (and others') professional boundaries.</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with</li> </ul> |
| <b>Systems and information:</b> | <ul style="list-style-type: none"> <li>Participate in the school's performance management scheme.</li> <li>Participate in training and other learning activities and performance development as required.</li> <li>Attend staff meetings and training days by agreement with the Headteacher.</li> </ul>                                                                                                                                                                                                                                          |

## Kirby Hill C of E Primary School Person Specification



| Person Specification:                                                                                                                                                                                                                      |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Essential                                                                                                                                                                                                                                  | Desirable                                                                                                                      |
| <b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Awareness of health and hygiene issues</li> <li>Experience appropriate to working with children</li> </ul>                                                          | <ul style="list-style-type: none"> <li>Behaviour management.</li> <li>Good written and verbal communication skills.</li> </ul> |
| <b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Judgemental skills</li> <li>Demonstrable interpersonal skills.</li> <li>Ability to work successfully in a team.</li> <li>Confidentiality.</li> <li>Initiative</li> </ul> |                                                                                                                                |
| <b>Behaviours</b> <ul style="list-style-type: none"> <li><a href="#">link</a></li> </ul>                                                                                                                                                   |                                                                                                                                |
| <b>Qualifications</b>                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Appropriate first aid training or willingness to undertake training</li> </ul>          |

## Other Requirements

- Enhanced DBS Clearance
- To be committed to the school's policies and ethos.
- To be committed to Continual Professional Development.
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline.
- To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.

- Creativity

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.