

Embsay C of E (VC) Primary School  
Pasture Road  
Embsay  
Skipton, BD23 6RH

Registered Charity No: 1047224  
Phone/Fax: 01756 793 426  
Email: [admin@embsay.n-yorks.sch.uk](mailto:admin@embsay.n-yorks.sch.uk)  
Acting Headteacher: Miss Georgina Hodgson

Wednesday, 05 November 2025

## Embsay CE VC Primary School

### General Teaching Assistant

**Established Part time – 25.5hrs per week over 5 days**

**Salary NYG-CD (SCP 3 – 6)**

**+ MSA (SCP 2) 4 hours a week**

**Term time only (39 weeks per year)**

**Required ASAP**

**Recruitment Information Pack**

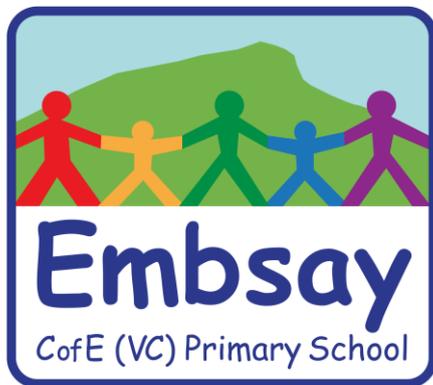


### Timeline

**Closing date: Friday 5<sup>th</sup> December 2025**

**Interview: Tuesday 9<sup>th</sup> December 2025**





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Dear Prospective Applicant

Thank you for your interest in the post of General Teaching Assistant at Embsay Church of England Primary School. We are looking for a new member of staff to join our forward-thinking team from December 2025. This will be an established permanent position.

Embsay is a popular primary school with a reputation for high standards of behaviour and achievement. We pride ourselves on our fabulous children who are polite, enthusiastic and eager to learn and we strive to create a special place where all children, parents, carers, governors and staff feel valued and respected. It is our aim to nurture and promote achievement for all within a caring Christian environment.

The school is a one form entry primary school for ages four to eleven years, based in Embsay near Skipton, the gateway to The Yorkshire Dales. We are very lucky to have a team of highly motivated, committed and extremely able professionals on our staff. The successful candidate will receive support from senior leaders and our dedicated staff team and committed governing body. They will have the opportunity to work closely with parents and carers who actively seek a strong and productive partnership with the school.

I would strongly recommend that you come to visit us in order to gain an insight into the deeply rewarding career that working with our pupils and staff has to offer. Please do drop me an email.

Further information about the school can be found on our website - <https://www.embsay.org/>

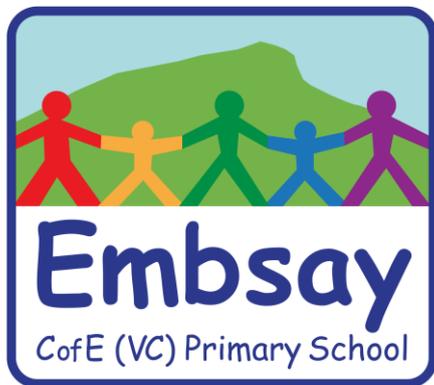
Thank you for your interest, I look forward to receiving your completed application and to meeting you in due course.

Georgina Hodgson  
Acting Headteacher

[headteacher@embsay.n-yorks.sch.uk](mailto:headteacher@embsay.n-yorks.sch.uk)







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Embsay CE (VC) Primary School are seeking an inspirational and exceptional teaching assistant for our fabulous school to commence as soon as possible.

The successful candidate will:

- Be a skilled teaching assistant who is passionate about learning and believes in the potential of all children
- Show empathy and understanding of the Christian ethos of the school
- Be a highly organised, hardworking and professional role model
- Have a positive attitude and be prepared to take initiative
- Have high expectations of themselves and all school pupils
- Have exceptional interpersonal and behaviour management skills

We can offer the successful candidate:

- Happy, talented children who have fun all the way to the end of year 6!
- A welcoming friendly village school, set on the edge of the Yorkshire Dales
- A talented and supportive staff team
- High levels of governor and parental support
- A commitment to your professional development & promotion
- An innovative curriculum

Embsay Primary School is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment. Enhanced DBS, proof of qualifications and appropriate references will be required.

### School visits

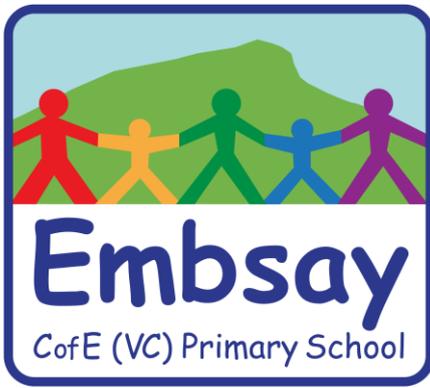
If you wish to make an appointment to view the school then please contact the school office by telephone or by email: [admin@embsay.n-yorks.sch.uk](mailto:admin@embsay.n-yorks.sch.uk)

Please return completed applications to Miss Georgina Hodgson, Acting Headteacher, Embsay CE VC Primary School, Pasture Road, Skipton, BD23 6RH or email [headteacher@embsay.n-yorks.sch.uk](mailto:headteacher@embsay.n-yorks.sch.uk)

Closing Date for receipt of applications: **Friday 5<sup>th</sup> December 2025**

Interviews: **Tuesday 9<sup>th</sup> December 2025**

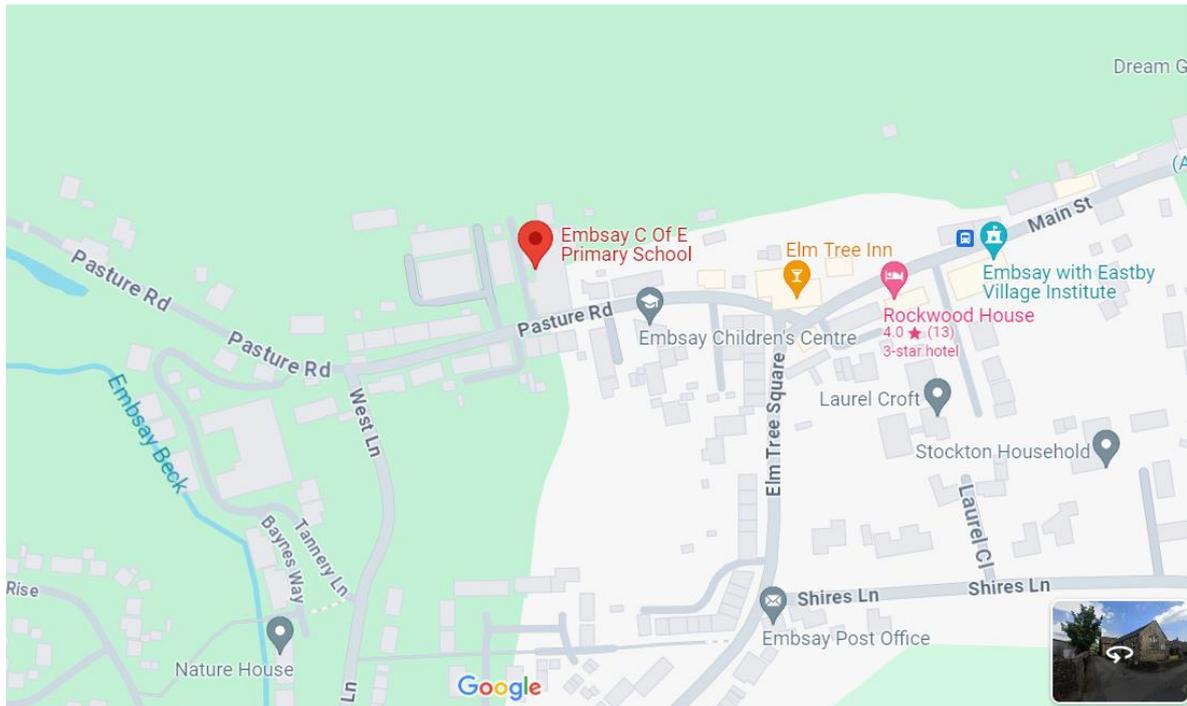




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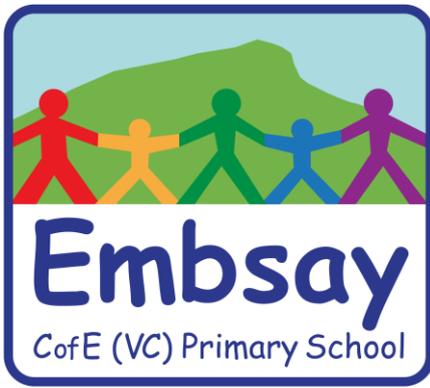
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## How to Find us



Embsay CE VC Primary School  
Pasture Rd, Embsay, Skipton BD23 6RH  
Tel: 01756 793426  
Email@ [admin@embsay.n-yorks.sch.uk](mailto:admin@embsay.n-yorks.sch.uk)





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## Selection Process Guidance

### Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

### Inclusion

As a Local Authority school, we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

### Visits to the school

Visits to the school are warmly welcomed, please call to book an appointment on 01756 793426. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

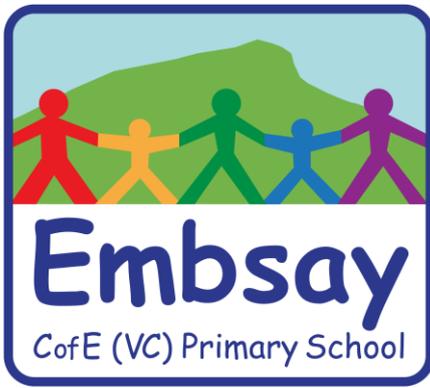
### Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.





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Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

### Interview Process

The interview day will consist of a task and includes a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

### Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

### Offer of Employment.

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us.
- A satisfactory DBS check.
- Provision of proof of identity and qualifications.

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