



# **RISEDALE**

## **SCHOOL**

A family of learners

# **RECRUITMENT PACK**

June 2025

Dear Candidate,

## **SUBJECT: Recruitment Pack – General Teaching Assistant**

Thank you for your interest in the post of General Teaching Assistant at Risedale School. I hope you find the information you require within this recruitment pack.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, challenged and ultimately leaves ready for a positive future. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for everyone to make a difference. We are absolutely committed to no young person being left behind and are passionate about ensuring that the quality of education (including enrichment) is excellent. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships, including veterans and local historians.

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves. Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**.

All our pupils will make good progress from their starting points. At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE, RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

If you decide to apply, please do so using the Risedale Job Application Form, utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 on Sunday, 29th June 2025. Please mark your envelope 'GTA' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely,



**Mrs L Greenwood**  
Headteacher



## JOB INFORMATION

<b>JOB TITLE</b>	General Teaching Assistant
<b>SALARY / GRADE</b>	Pay Grade CD Point 3-6 plus SEN Allowance £22,366.80-£23,123.61 pro rata'd salary (£25,801-£26,674 full time equivalent)
<b>CONTRACT TYPE / TERM</b>	Permanent / Term time only plus 1 week / 37 hours per week
<b>JOB TO START</b>	As soon as possible
<b>CLOSING DATE</b>	23:59 Sunday 29th June 2025
<b>INTERVIEW DATE</b>	Monday 07th July 2025

### Make a Real Difference: General Teaching Assistant Needed at Risedale School!

Are you ready to be a catalyst for learning? Do you thrive on seeing young minds flourish and dream of playing a crucial role in shaping the next generation? Then look no further!

Risedale School isn't just a school; it's a vibrant community where every pupil is encouraged to achieve their personal best. Located in the heart of Catterick Garrison, we're proud of our inclusive spirit, academic ambition, and the genuine connections we build. We're on the hunt for a passionate and proactive General Teaching Assistant to join our dedicated team and help us empower our pupils every single day.

As a General Teaching Assistant at Risedale School, you'll be an integral part of our pupils' success stories. This isn't just about assisting; it's about actively engaging, inspiring, and guiding. You'll be:

- Empowering learners: Providing crucial in-class and 'safe space' support, both one-on-one and in small groups, across a diverse range of subjects.
- Fueling creativity: Helping teachers bring lessons to life by preparing dynamic materials and resources.
- Championing inclusivity: Offering tailored support to pupils with diverse learning needs, ensuring everyone thrives.
- Cultivating a positive atmosphere: Contributing to a welcoming and inspiring classroom environment where pupils feel safe to explore and grow.
- A visible presence: Supervising pupils during lessons, breaks, and exciting school activities, fostering a sense of community.

We're searching for someone with:

- A boundless enthusiasm for education and a genuine desire to make a difference.
- Patience and empathy – the ability to connect with young people from all walks of life.
- Exceptional communication skills, building strong relationships with pupils, staff, and parents.
- A flexible and organised approach, able to juggle tasks with a smile in our busy, supportive environment.
- An unwavering commitment to safeguarding every child's well-being.
- While not essential, relevant qualifications (such as GCSEs in English and Maths, A-Levels, or a TA qualification) would be a fantastic bonus for the right candidate!

## **What's in it for you at Risedale School?**

Join a forward-thinking school where your impact is tangible and your contributions are truly valued. We pride ourselves on a collaborative spirit and offer:

- A fast-paced and rewarding role where no two days are the same.
- The chance to be a pivotal part of our pupils' academic journey.
- A supportive team that champions your professional development.
- Vivup - an employee benefits and engagement platform offering a range of perks and discounts to staff, including access to a variety of savings programmes, discounts, and salary sacrifice schemes.

If you would like further information about the role or would like to arrange a visit to the school, please email Senior Teacher, Stacey Burke, at [burke.s@risedale.org.uk](mailto:burke.s@risedale.org.uk) to arrange a suitable time.

Completed application forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

**PLEASE NOTE:** The school will not accept referrals or CVs from supply or employment agencies for this post.

**Closing date: 23:59 Sunday 29th June 2025**

**Interview date: Monday 07th July 2025**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.

## JOB DESCRIPTION

<b>JOB TITLE:</b>	General Teaching Assistant (GTA)
<b>GRADE:</b>	Pay Grade CD Point 3-6 plus SEN Allowance
<b>CONTRACT TYPE / TERM:</b>	Established, term time only plus 1 week / 37 hours per week
<b>RESPONSIBLE TO:</b>	Senior Teacher (SENCo)

<b>JOB PURPOSE:</b>	<p>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/SENCO, 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.</p> <p>To provide support to pupils, including promoting pupils' independence, self-esteem, and social inclusion</p>
<b>JOB CONTEXT:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The school supports access to the curriculum for all children as part of NYC's commitment to inclusive education.</li> <li>• 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.</li> <li>• 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</li> </ul>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</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>• Use agreed structured observation as directed by the class teacher to provide 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 escorting and supervising pupils on educational visits and out-of-school activities.</li> <li>• Undertake allocated supervision during lunchtimes 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 materials shared prior.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <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> <li>• Participate in appraisal, training and other learning activities.</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 professionals 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 intimate care) and welfare, including physical and medical needs, whilst encouraging independence.</li> </ul>



	<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/ Other</b>	<ul style="list-style-type: none"> <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> <li>• Participate in appraisal, training and other performance management activities.</li> </ul>

## PERSON SPECIFICATION

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT
<b>Knowledge and Experience</b> <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 a learning environment</li> <li>• Good understanding of child development and learning processes – this may be achieved through induction and during the probation period</li> <li>• Understanding of guidance and requirements around safeguarding children and young people - this may be achieved through induction and during the probation period</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of behaviour management techniques</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>• Knowledge of inclusive practice</li> </ul>
<b>Occupational Skills</b> <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 maintain discipline</li> <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>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>
<b>Professional Qualifications</b> <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>• Appropriate first aid training</li> </ul>
<b>Other Requirements</b> <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 will be tested in some or all of the skill-specific areas throughout the selection process.





## OUR VISION & VALUES

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Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

We are 'The Risedale Family' and together we are 'A family of learners'.

## ABOUT US:

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK, and this military connection is an essential part of the school's distinctive character.



## OUR LOCAL AREA:

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities and a unique and close community. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M), providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).

## CHILD PROTECTION:

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview where consent has been given. References should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](https://www.risedale.org.uk/information/policies) can be found on our website at [risedale.org.uk/information/policies](https://www.risedale.org.uk/information/policies).