



RISEDALE

SCHOOL

A family of learners

RECRUITMENT PACK



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RISEDALE SCHOOL

Headteacher: Mrs L Greenwood - BA (Dunelm), NPQH
Hipswell, Catterick Garrison, North Yorkshire. DL9 4BD
Tel: 01748 833501 | Email: enquiries@risedale.org.uk
www.risedale.org.uk | @RisedaleSchool @RisedaleFamily

May 2025

Dear Candidate,

SUBJECT: Recruitment Pack – Higher Level Teaching Assistant

Thank you for your interest in the post of Higher Level 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, nurtured, 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 passionate about ensuring that the quality of education (including enrichment) is excellent. We want pupils to leave us as kind people with high levels of cultural capital. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships.

The role of HLTA is a highly important role for us. The successful candidate will work directly with pupils, building trusting relationships and providing targeted support to individuals and small groups.

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.

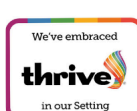
Return your application either via email to jobs@risedale.org.uk or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 on Sunday 01st June 2025. Please mark your envelope 'HLTA' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse me for responding only if you are shortlisted for an interview. I look forward to hearing from you.

Yours sincerely,

Greenwood

Mrs L Greenwood
Headteacher



JOB INFORMATION

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| JOB TITLE: | Higher Level Teaching Assistant |
| GRADE: | Pay Grade F with SEN, (Point 9-13) £24,186.42 - £25,706.96 Pro-Rata (£27,900 - £29,654 FTE) |
| CONTRACT TYPE / TERM: | Established. Term Time Only + 1 week / 37 hours per week |
| RESPONSIBLE TO: | Senior Teacher (SENCo) |
| JOB TO START | As soon as possible |
| CLOSING DATE | 23:59 Sunday 01st June 2025 |

Risedale School is seeking a dedicated and enthusiastic Higher Level Teaching Assistant to join our skilled and supportive team.

The school has a well-resourced SEND department. Our family ethos is at the core of everything we do at Risedale and is also at the heart of the SEND department. Our philosophy is to offer a broad, balanced and inclusive curriculum for all our pupils, which celebrates every interest and skill set despite any difficulties the child faces. We recognise in order to achieve this that some of our pupils do require a greater level of support to truly reach their full potential, and we strive to ensure that every pupil is successful.

The Role:

As a Higher Level Teaching Assistant, you will play a crucial role in supporting teaching and learning across the school. You plan and deliver engaging activities, provide targeted support to pupils, and contribute to the overall positive ethos of our school. This is an excellent opportunity to further develop your skills and make a real difference in the lives of our pupils.

Key Responsibilities:

- Planning, preparing, and delivering learning activities for individuals, small groups, and occasionally whole classes.
- Providing targeted support to pupils with varying needs, including those with Special Educational Needs and Disabilities (SEND) and those who are high-achieving.
- Implementing agreed learning programmes and adapting activities to meet individual pupil needs.
- Monitoring and assessing pupil progress, providing feedback to teachers, and contributing to record-keeping.
- Leading small group interventions to address specific learning gaps.
- Covering classes for short periods in the absence of the teacher (in accordance with HLTA standards).
- Contributing to the development of a positive and inclusive learning environment.
- Supervising pupils during break times and other non-teaching periods.
- Liaising effectively with parents, carers, and other professionals as required.
- Contributing to the wider life of the school.

What We Are Looking For:

- HLTA qualification (or working towards it).
- Significant experience working as a Teaching Assistant in a primary or secondary school setting.
- A strong understanding of child development and effective teaching and learning strategies.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, staff, and parents.

- The ability to work independently and as part of a team.
- Strong organisational and time-management skills.
- A commitment to inclusion and the wellbeing of all pupils.
- A positive and proactive attitude.

If you would like further information on the role or would like to arrange a visit to the school, please email Angelique Armstrong, Senior Administrative Officer: armstrong.a@risedale.org.uk

Completed application forms should be emailed to jobs@risedale.org.uk or alternatively can be posted to Lucy 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: Sunday 01st June 2025 (23:59)

Interview date: Week commencing 9th June 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

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| JOB TITLE: | Higher Level Teaching Assistant |
| GRADE: | Pay Grade F, Point 9-13 |
| CONTRACT TYPE / TERM: | Established - Term time + 1 week / 37 hours per week |
| RESPONSIBLE TO: | Senior Teacher (SENCO) |

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| JOB PURPOSE: | <p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short-term absence. Activities involve planning, preparing and delivering lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the SENCO.</p> |
| SAFEGUARDING STATEMENT | <p>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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p> |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Supporting Learning & Development | <ul style="list-style-type: none"> • Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs. • Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives. • Interact with pupils in ways that support the development of their ability to think and learn, and work independently. • Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence. • Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes. • Take account of the effects of different parenting approaches, background and routines, and be involved in home-school liaison. • Encourage and motivate pupils to promote independence and resilience and increase self-esteem. • Cover short-term teacher absence and communicate pupil work as planned by the classroom teacher, and manage pupil behaviour. • Participate in the development, implementation and monitoring of systems relating to attendance and integration, e.g. registration, truancy, pastoral systems, etc. |

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| | <ul style="list-style-type: none"> • Accompany or act as a group leader on educational visits and other activities outside of the classroom, supervising the pupils. • Provide supervision during breaks as required. |
| Communications | <ul style="list-style-type: none"> • Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home-to-school and community links. • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the SENCO, to support the achievement and progress of pupils. |
| Sharing Information | <ul style="list-style-type: none"> • Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence. • Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the SENCO/Assistant SENCO, who will normally lead on such matters. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Participate in staff meetings. • Share information about pupils with teachers and other professionals as required. |
| Safeguarding and Promoting the Welfare of Children/Young People | <ul style="list-style-type: none"> • Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate. |
| Administration/ Other | <ul style="list-style-type: none"> • Organise and manage an appropriate learning environment and resources • Support pupils with SEND to access work/experience/placements. • Support the use of ICT to advance pupils' learning and use common ICT tools for their own and pupils' learning. • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions, etc., making phone calls. • Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations. • Under the guidance and supervision of the Senior Leader responsible for cover, be responsible for marking the register or being a form tutor. • Participate in training and appraisal. |
| Data Protection | <ul style="list-style-type: none"> • To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health & Safety | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee, and where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment. |



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| Equalities | <ul style="list-style-type: none">• We aim to make sure that services are provided fairly to all sections of our community and that all our existing and future employees have equal opportunities.• Promote inclusion and acceptance of all pupils.• Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement.• Develop own, and team members' understanding of equality issues. |
| Flexibility | <ul style="list-style-type: none">• North Yorkshire Council provides front-line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures. |
| Customer Service | <ul style="list-style-type: none">• The Council requires a commitment to equity of access and outcomes, which will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.• The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |
| Date of Issue | May 2025 |

PERSON SPECIFICATION

| ESSENTIAL | DESIRABLE |
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| Knowledge <ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes • Understanding of individual children and young peoples' needs • An understanding that children/young people have differing needs and knowledge of inclusive practice | <ul style="list-style-type: none"> • Knowledge of behaviour management techniques • Knowledge of Child Protection and Health & Safety legislation and procedures |
| Experience <ul style="list-style-type: none"> • Significant experience of working with children in an education setting | <ul style="list-style-type: none"> • Experience in delivering evidence-based interventions that accelerate learning • Experience in a relevant specialism, e.g. Autism, ADHD, Dyslexia, Dyspraxia, SEMH/other, or subjects such as Art, Music, or Sport |
| Occupational Skills <ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or the ability to develop ICT skills in a reasonable timeframe • Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers | |
| Qualifications <ul style="list-style-type: none"> • Level 2 numeracy & literacy qualification or equivalent • HLTA status (or working towards this) or QTS ** <p>** It is essential that Higher Level Teaching Assistants are assessed against and meet the HLTA standards, or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class</p> | <ul style="list-style-type: none"> • Relevant NVQ level 4 or foundation degree • Appropriate first aid training |
| Personal Qualities <ul style="list-style-type: none"> • Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise judgement • Confidentiality • Flexibility | <ul style="list-style-type: none"> • Creativity |
| Other Requirements <ul style="list-style-type: none"> • Positive motivation for working with children, young people and their families • Ability to form and maintain appropriate relationships and personal boundaries with children and young people | |



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| <ul style="list-style-type: none">• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintain discipline• Committed to the school's policies and ethos• Committed to Continuing Professional Development• Enhanced DBS clearance | |
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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

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).