

ADEL ST JOHN THE BAPTIST C OF E (VA) PRIMARY SCHOOL

RECRUITMENT PACK

Level 1 Part-Time Teaching Assistant and Midday Supervisor

Our school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.

Job Application Pack

For the position of

Part-Time and Temporary
Teaching Assistant and Midday Supervisor

Level 1 - B1 Spinal Point 4 - 6 (£26,016 - £26,847 pro rata. Hourly rate £13.48 to £13.92) – **13 hours per week**
To Start January 2027
Hours are **8.30am to 3.30pm Thursday and Friday** with a 30-minute unpaid lunch break

To apply, please complete an application form, which can be downloaded alongside this recruitment pack, from the job vacancy page on our school website or by emailing info@adel-st-john.leeds.sch.uk. Further guidance on making an application, as well as information on our school is provided within this job pack.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Adel St John the Baptist C of E (VA) Primary School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

The application deadline for this position is
Friday 4th December at 12pm (midday)

Interviews will take place on **Friday 11th December 2026**

For our Ofsted Report:
https://reports.ofsted.gov.uk/provider/21/108041
Adel St John the Baptist C of E (VA) Primary Statutory Information (including our Safeguarding & Child Protection Policy):
https://www.adel-st-john.leeds.sch.uk/parent-information/statutory-school-policies

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in becoming a member of staff at Adel St John the Baptist C of E Primary School (ASJ). We are a thriving and inclusive school at the very heart of the community and parish we serve. We are a one form entry Voluntary Aided C of E primary school located in the suburb of Adel, Leeds. Being such a small school, there is very much a family feeling that permeates every aspect of our school and is something that we cherish.

We are looking to appoint a dynamic, enthusiastic and inspirational Teaching Assistant who will support and uphold the strong Christian character of our school. We want a person who will embrace opportunities to further develop our thriving one form entry Church School.

The aim of all colleagues at ASJ is to ensure our children are **inspired, resilient and confident** learners who are well prepared for their future beyond primary school. We work hard as a team to ensure that all staff and pupils feel happy, valued and listened to. As a multi-cultural and diverse school, we welcome applicants from all backgrounds, cultures, faiths and religions.

The successful candidate will:

- Have experience of working with 4-11 year olds and has familiarity with the Early Years Foundation Stage
- Have excellent English and maths skills
- 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
- Promote and develop the Christian character and values of the school

At Adel St John, we can offer you:

- An excellent suite of continuous professional development
- An inclusive and dynamic Church School
- A positive and well-resourced indoor and outdoor learning environment
- Happy children with excellent behaviour and a love of learning who make a positive contribution to the caring culture of the school
- A well-informed Governing Body which provides an appropriate balance of challenge and support
- Enthusiastic and talented staff who are passionate about the children in their care
- Effective and established partnerships within the community and family of schools

Book a tour of school:

To book onto one of our tours, please email info@adel-st-john.leeds.sch.uk with the date you would be available to visit. Tour dates and times are as follows:

- Tuesday 24th November at 9.15am
- Tuesday 1st December at 4.00pm

Commitment to safeguarding:
Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and visitors to share this commitment.

Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

- Childcare disqualification
- Disclosure and Barring Service (DBS)
- Medical
- Online and social media
- Prohibition from teaching
- Right to work
- Satisfactory references
- Suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Yours sincerely

Peter Dalrymple
Head Teacher

SCHOOL OVERVIEW

We are a one-form entry primary with a pupil admission number of 30. The number of pupils on roll is 203. We are fortunate to be in a green belt space, enjoying all aspects of village life and located very close to the city with all the cultural and curriculum benefits this brings.

We work closely with schools locally as an active member of the North West Family of Schools group and as an associated partner of the Leeds North West Education Trust.

As a Church School, we have strong partnerships with Leeds Diocese, local Church schools and with Adel Church. We visit Adel Church for Harvest, Advent, Easter and the nativity of St. John the Baptist and welcome Reverend Alison to lead collective worship once a week. We aim to reflect Christian values in the everyday life of the school.

OUR VISION

Our vision is to love, serve, support and succeed.
This vision is rooted in the new commandment given by Jesus to his disciples to *'love one another, as I have loved you' (John 13:34).*

Following Jesus' example, love is at the very heart of everything we do. All of our Christian Values stem from the central value of love. Our shared loving service of one another provides support for all to reach their full potential.

We have defined this in child friendly language:

- We love by caring for the world and its people.
- We serve by putting others before ourselves.
- We support by growing and learning together.
- We succeed by becoming who God intends us to be.

OUR INTENT

- to provide the highest quality education for all, ensuring **every child has a chance to shine**
- to cultivate a Christian environment that is **inclusive, safe, stimulating and caring**
- to foster **inspired, resilient and confident learners**
- to enable children to be **critical thinkers who communicate effectively**
- to nurture **respectful citizens** who are valued members of their community and are committed to **fairness, equality and social justice**

THE CURRICULUM

We want to ensure that our children secure firm knowledge-rich foundations on which they can build throughout their time at ASJ, as they transition into Key Stage 3 and beyond. Using the national curriculum as a starting point, rather than boundaries to remain within, we offer an ambitious curriculum with our core Christian values front and central.

"Memory is the residue of thought." Daniel T Willingham

The ASJ curriculum is designed with knowledge at its heart to ensure that children develop a **strong vocabulary base and extensive understanding of the world**. The curriculum promotes long-term learning, and we believe that progress means **knowing more and remembering more**. As pupils learn the content of the curriculum, they are making progress. We have developed a curriculum built on current research regarding how memory works to ensure that children not only have access to 'the best that has been thought and said' but are taught this in a way that ensures children can remember the curriculum content in future years.

Spirituality is at the heart of our curriculum. It is a connection to something that is bigger than ourselves. It is about awe and wonder, asking ultimate questions and being inspired to look beyond ourselves and serve and care for others and the world.

Job Description

Teaching Assistant and Midday Supervisor

Full Time and Permanent
Pay range: Level 1 (B1)

Accountable to the Headteacher

Special Conditions This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

PURPOSE OF THE JOB

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

DUTIES AND RESPONSIBILITIES

To be responsible for safeguarding children and promoting their welfare and following child protection procedures

To be aware of and comply with all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person

To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

To supervise and support pupils ensuring their safety and access to learning

To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

To promote the inclusion and acceptance of all pupils

To encourage pupils to interact with others and engage in activities led by the teacher

To encourage pupils to act independently as appropriate

To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.

To be aware of pupil problems/progress/achievements and report to the teacher as agreed.

To undertake pupil record keeping as requested

To support the teacher in managing pupil behaviour, reporting difficulties as appropriate

To gather/report information from/to parents/carers as directed

To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.

To support pupils to understand instructions

To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher

To support pupils in using basic ICT as directed

To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

To contribute to the overall ethos/work/aims of the school

To appreciate and support the role of other professionals

To attend relevant meetings as required

To participate in training and other learning activities and performance development as required.

To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

To accompany teaching staff and pupils on visits, trips and out of school activities as required.

ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Observation, Interview, and Certificate

Teaching Assistant and Midday Supervisor

PERSON SPECIFICATION		
Key: App – Application Form Ref – Reference SP – Selection process. This could include a range of exercises, including an interview.	Essential/Desirable	How identified
Skills		
Good maths/English skills	E	App/SP
Able to use a range of IT equipment and programs (e.g. Word, printers, photocopiers).	E	App/SP
Ability to relate well to children and adults	E	App/SP
Ability to work constructively as part of a team	E	App/SP
Knowledge		
Working with or caring for children of primary age	E	App/SP
Appropriate knowledge of first aid	D	App
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	App/SP
Participate in development and training opportunities	E	App/SP
Experience		
Experience of dealing with queries from a wide range of people	E	App/SP
Experience in the use of the ICT	E	App/SP
Experience of working with children from across the primary age phrase (4- to 11-year-olds)	D	App/SP
Behavioural and other related characteristics		
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	E	SP
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies.	E	SP

To display a responsible and co-operative attitude to working towards the very best outcomes for pupils.	E	SP
An ability to respect sensitive and confidential work.	E	SP
Commitment to own personal development and learning.	E	SP
Child protection		
Aware and able to manage effective Child Protection policies and procedures.	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
GCSE Maths and/or English	D	App/SP
Completion of DfES Teacher Assistant Induction Programme	D	App/SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP
Excellent communicator (Listening, putting a message across)	E	SP
Child centred	E	SP
Resilient	E	SP
Integrity	E	SP
Self-motivated and able to motivate others	E	SP
Enjoys challenge	E	SP
Works to deadlines	E	SP
Enthusiastic and optimistic	E	SP
Excellent problem solving/analytical skills	E	SP
Self-awareness, knowledge of strengths and limitations	E	SP