



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

Teaching Assistant and Midday Supervisor



Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers 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

Teaching Assistant and Midday Supervisor Temporary | Term time only (38 weeks per year) | 32.5 hours per week

B1 Spinal Point 4 - 6 (FTE £24,404 to £25,183).
Actual Salary £17,965 - £18,538 pro rata

Start September 2025

Hours are 8.30am to 3.30pm (32.5 hrs a week) 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 **Tuesday 24th June 2025 9am.**

Interviews will take place on **Monday 30th June 2025**

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 and promote the safety and well-being of our pupils. 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, safe 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
- Committed to following and adhering to safeguarding procedures

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

To book onto our tour, please email info@adel-st-john.leeds.sch.uk The tour date and time is as follows:

- Monday 23rd June at 4:00pm

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 210. 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 Temporary

Pay range: Level 1 (B1)

Accountable to the Headteacher

PURPOSE OF THE JOB

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area

DUTIES AND RESPONSIBILITIES

- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with pupils and interact with them according 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 set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To assist with the planning of learning activities
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers
- To administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- To provide clerical/administrative support - photocopying, typing, filing, administer coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity 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 appreciate and support the role of other professionals.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- To support coordinators of subjects with the organisation and ordering of resources including consumables.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Teaching Assistant and Midday Supervisor

PERSON SPECIFICATION

Key:		
App – Application Form	Essential/D	How
Ref – Reference	esirable	identified
SP – Selection process. This could include a range of exercises, including an interview.		
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
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

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
Other Conditions		
Enhanced DBS Clearance	E	