

Cross Gates Primary School

Job Application Pack

We are committed to promoting and safeguarding the welfare of all children



**Leeds East
Primary Partnership**
A CO-OPERATIVE TRUST

**Cross Gates
Primary School**

Aspire

Learn

Succeed

September 2025

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Headteacher's Welcome

Dear Applicant

Thank you for expressing an interest in working at Cross Gates Primary School. I hope that you find the information pack helpful and that you will consider applying for the role of Teaching Assistant at our exceptional school.

Cross Gates Primary School has been rated as "Good" during the latest OFSTED inspection carried out in November 2018. It is an exciting and inspirational place. Our success stems from a relentless drive to put memorable learning experiences at the heart of all we do.

At Cross Gates Primary we believe that every child matters. There is driving determination to ensure that pupils and adults in the school reach their full potential. Our ethos is a simple one '**Learn, Succeed, Aspire**'.

We are a school where our children are at the heart of our decision making. We know our children as individuals and we tailor our teaching, learning and nurture to their needs. We are proud of our family ethos and celebrate the fact our thriving one form entry school is at the heart of the community.

As a team we pride ourselves on establishing close links between home and school so that we can work effectively together enabling each child to achieve their full potential. Therefore, we require highly motivated and very enthusiastic staff members for our friendly and very successful primary school.

We need someone who is an outstanding and is passionate about children's learning. You will play a vital role in school improvement and be able to take an active role in our innovative school. We want the very best person to work with our school community in raising achievement through provision of a vibrant, exciting, and creative curriculum.

I look forward to hearing from you.

Mrs Sophie Wilkinson
Acting Headteacher

Post Advert

Teaching Assistant

Cross Gates Primary School

Permanent (subject to the successful completion of a 6 months probationary period).

Full Time commencing on 1st September 2025.

30hrs 50 mins pw (6hrs 10 mins per day) (Term time only)

Grade: Level 1 B1 point 2 (Actual £14,685.42)

Cross Gates Primary is a school where our children are at the heart of our decision making. We know our children as individuals and we tailor our teaching, learning and nurture to their needs. We are proud of our inclusivity and family ethos and celebrate the fact our thriving one form entry school is at the heart of the community.

Your main duties will include:

- Working with the class teacher to create a warm, engaging and supportive classroom
- Supporting high quality teaching and learning in the classroom
- Leading small group/1:1 interventions
- Preparing teaching resources
- To liaise with stakeholders such as parents/carers, the class teacher and senior leaders
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate

We are looking for a Teaching assistant who:

- Always puts the child at the centre
- Seeks to build positive relationships with children
- Has high expectations
- Has good communication and interpersonal skills
- Can work effectively using their own initiative and as part of a team

- Is optimistic, enthusiastic, positive and forward-thinking
- Has excellent communication skills and enjoys working collaboratively with parents and families
- Has a genuine passion for inclusive education and a commitment to making a difference

What the school can offer:

- A welcoming, friendly school community
- A supportive leadership team and governing body
- A committed supportive team of staff who want to make a positive difference to the wellbeing of our children
- Continuous professional development opportunities
- Delightful children!

Cross Gates Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. We promote diversity and want a workforce that reflects the population of Leeds.

Visits to the school are warmly welcomed and can be arranged by contacting the school office on 0113 264 5763.

All completed application forms must be emailed to recruitment@crossgates.leeds.sch.uk – for more information please contact school on 0113 2645763.

Closing date for applications is 5pm on Monday 23rd June 2025

Interviews will be held on Wednesday 2nd July 2025

Cross Gates School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

Job Description & Person Specification

Job Description Cross Gates Primary School

Role: Teaching Assistant (A1-B1)

At Cross Gates Primary School we are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Purpose of Role:

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.

Responsibilities

- ☐ 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/admin. support - photocopying, typing, filing, collecting money etc.

- ☐ To support pupils to understand instructions
- ☐ To support pupils in respect of local and national learning strategies - English, Maths, 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 comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ☐ 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.
- ☐ To ensure promotion and support of Equal Opportunities and Health & Safety
- ☐ To undertake any other duties that are commensurate with the post

**Person Specification
Teaching Assistant (L1)**

| | | Essential/ Desirable | Evidence |
|--------------------------------------|---|--|--|
| Qualifications | <ul style="list-style-type: none"> Level 2 qualification or equivalent in English/Maths (GCSE A*-C) NVQ 2 for Teaching Assistants (or equivalent level of experience in a classroom environment) Training in relevant learning strategies, e.g. literacy First Aid qualification | E D D D | AF I AF I AF I AF |
| Knowledge & Understanding | <ul style="list-style-type: none"> General understanding of national curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Understanding of classroom roles and responsibilities Understanding of relevant policies/codes of practice and awareness of relevant legislation Knowledge of child protection and safeguarding | E E E D D | AF I AF I AF I AF I AF I |
| Experience | <ul style="list-style-type: none"> Working with or caring for children of relevant age Evidence of commitment to previous employers/training Good level of ICT skills Experience of recording information using SIMS/CPOMS databases Supporting children with Special Educational Needs Working in a school environment | E E E D D D | AF I AF I AF I AF I AF I AF |
| Skills | <ul style="list-style-type: none"> Able to communicate effectively with students, staff and other stakeholders Ability use ICT effectively to support learning Ability to relate well to children and adults Ability to work constructively as part of a team Good organisational skills and a flexible approach to work A commitment to the values and vision of Cross Gates Primary A commitment to extra-curricular activities and the life of the school | E E E E E D | AF I AF I AF I AF I AF I AF I |

E: Essential
D: Desirable

AF: Application Form
I: Interview

Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. **We do not accept CV's** and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement, and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use black ink or type your application form – this helps when the applications are photocopied.
- Do not send a CV with your application – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge, and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable. If you have a personal e-mail address and would like us to contact, you using this method please provide your address clearly in the space provided.
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you unless you specify otherwise.
- ✓ **Recruitment Monitoring** – Cross Gates School operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be

detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.

- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You will be asked to produce certificates confirming qualification at a later stage.
- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide examples of how you meet the skills, abilities, knowledge, and experience identified; these can be nonwork based if necessary.