



Pathfinder

Multi Academy Trust

*Providing an excellent education from age 2 to 19*

# Teaching Assistant, Midday Supervisory Assistant & After School Club Supervisor

## Welburn Community Primary School

Closing date: 13th May 2025

Interview date: w/c 19th May 2025



**Welburn**  
COMMUNITY PRIMARY SCHOOL

Welburn Community Primary School is seeking to appoint a combined role of **General Teaching Assistant, Midday Supervisory Assistant and After School Club Supervisor**.

### General Teaching Assistant Role:

This role will involve working with pupils in a class on a Tuesday, Wednesday and Friday from 1.00pm - 3.00pm.

### Midday Supervisory Assistant Role:

The role will involve working every Friday from 12.00 - 1.00pm.

### After School Club Supervisor Role:

The role will involve working with pupils on a Tuesday, Wednesday and Friday evening. The core hours are 3.00pm—5.00pm but some evenings may run till 6.00pm.

Qualifications are not essential; however, experience of working with children would be useful. Training will be provided.

We encourage you to come and have a look round our school and find out more about the role.

The successful candidate will join an enthusiastic and creative team in this happy and forward-thinking primary school in the Howardian Hills.

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children.

Enhanced DBS check required.

### Job Title

Teaching Assistant, Midday Supervisory Assistant & After School Club Supervisor.

### Reports to

Headteacher

### Grade/Salary

**This role is a combined role of General Teaching Assistant, Midday Supervisory Assistant and After School Club Supervisor roles.**

### General Teaching Assistant Role:

Grade C Scale point 3 (£24,308 per annum pro rata)

Contract Type: Term time only

Hours: 6

### Midday Supervisory Assistant Role:

Grade A/B Scale point 2 (£24,308 per annum pro rata).

Contract Type: Term time only

Hours: 1

### After School Club Supervisor Role:

Grade C/D Scale point 5 (£24,790 per annum pro rata).

Contract Type: Term time only

Hours: 6 hours per week with a possibility of up to 9 hours.

### Additional Information

Completed application forms should be posted or emailed to: [admin@welburn.pmat.academy](mailto:admin@welburn.pmat.academy)

Welburn Community Primary School,  
Main Street,  
Welburn,  
York,  
North Yorkshire.  
YO60 7DX



Pathfinder

Multi Academy Trust

# Welburn Community Primary School



Our small village school sits between Malton and York within the stunning Howardian Hills.

We are rightly proud of the work we do to foster the development of the whole child during their time at our school. Our pupils achieve well and leave us as independent, resilient learners ready to take their next step on the learning journey.

We have developed our 'Welburn Way' to be at the centre of all we do.

**Wonder, Explore, Learn, Belong, Understand, Respect and Nurture** are the core values that we teach and use.

## Our Welburn Way

**Wonder Explore Learn Belong Understand Respect Nurture**







Pathfinder

Multi Academy Trust

# About our Trust

Providing an excellent education from age 2 to 19



*Setting the course*



*Leading the way*



*Serving and inspiring*

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,200 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

## Pathfinder schools



**ACOMB PRIMARY SCHOOL**



**Archbishop Holgate's School**

A Church of England Academy Founded 1546



**Badger Hill**  
PRIMARY SCHOOL



**Barlow CE Primary School**

Part of the White Rose Federation - One family, branching out together



**Burton Salmon CP School**

Part of the White Rose Federation - One family, branching out together



**Chapel Haddlesey CE School**

Part of the White Rose Federation - One family, branching out together



**Clifton with Raudiffe**



**Hempland**  
Primary School



**Heworth**  
Church of England Primary School



**Huntington**  
PRIMARY ACADEMY



**Malton School**  
A Specialist Science School



**New Earswick**  
Primary School



**Poppleton Road**  
Primary School



**Rufforth**  
Primary School  
Inspire • Care • Grow



**St Barnabas**  
CHURCH OF ENGLAND PRIMARY SCHOOL



**St Lawrence's**  
CHURCH OF ENGLAND PRIMARY SCHOOL



**Tang Hall**  
Primary School



**Welburn**  
COMMUNITY PRIMARY SCHOOL



# Job Description—Teaching Assistant

## Main Purpose of Job

To work under the direct instruction of the teacher to support access to learning for pupils and to support the teacher in the management of pupils in the classroom.

## Core Responsibilities, Tasks and Duties

- Works under the direct instruction of the class teacher. May work with individual pupils under the direct instruction of the class teacher
- Uses specific skills, knowledge and experience with and of the pupils to support their access to learning
- Helps to prepare the classroom for lessons and clears away after as directed by the teacher.
- Assists with assessment and monitoring of pupil progress by providing feedback to the teacher on pupils' achievements, progress and problems.
- Assists with record keeping on pupil progress as directed by the teacher.
- Works with other adults involved in the education process as directed by the teacher.
- Gathers and reports information on pupils from and to parents/carers as directed by the teacher.
- Supports colleagues across the school staff as directed by the teacher, SENCO or Senior Management Team by application of any specific skills, experience and knowledge, to include routine administrative and clerical tasks.
- Supports colleagues across the school staff as directed by the teacher by application of any specific skills, experience and knowledge, to include routine administrative and clerical tasks.
- Accompanies and supports other staff on school visits and in other activities outside of the classroom as directed by the teacher.
- Assists with the preparation of resources and displays and maintenance of equipment as directed by the teacher and other staff
- Follows all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy
- Participates as required in the school's performance management and supervision systems and takes part in appropriate training and development activities.
- Makes appropriate use of ICT and adheres to policies relating to it, within their work in line with the school's systems of working
- Contributes to the overall ethos, work and aims of the school.

## Supervision/Management of People

None

## Creativity and Innovation

- Monitors and is responsive to pupil learning and behaviour at all times.
- Monitors and is responsive to pupils' personal needs and communication.
- Under the direction of the class teacher communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.
- Participates in the design of classroom and school displays.



## Contact and Relationships

**Internal** Assists teachers in developing pupil learning, self care skills and managing behaviour – daily. Meets pupils' personal and social needs – daily. Takes part in departmental or whole school meetings as required. Works in collaboration with other support staff - daily.

**External** Under the direction of the class teacher, some contact with other external professionals and parents.

## Decisions - discretion and consequences

- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to teachers, other professionals and parents whenever the need arises.

## Resources

None.

## Work Environment

### Work demands

- Under the direction of the class teacher need to implement activities in lessons within school hours as directed. Work may be subject to some change and interruption.

### Physical demands

- Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils' personal care needs, physical interventions with pupils, following approved procedures.

### Working conditions

- Majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required.

### Work context

- Risk of verbal abuse and physical harm from a minority of pupils who behave aggressively, but this would be extremely rare.
- Risk of infection when dealing with unwell children.

## Knowledge and Skills

- Communication skills
- Knowledge of normal child development and children's personal development needs
- Knowledge of strategies which promote good behaviour and discipline

## Position of Job in Organisation Structure

Job reports to  
**Headteacher**

THIS JOB  
**Teaching Assistant**

Reporting to this job  
**None**



# Job Description—Midday Supervisory Assistant

## Main Purpose of Job

To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.

## Core Responsibilities, Tasks and Duties

- Supervise the pupils in the dining hall at lunchtime and assist with the removal of food and equipment once pupils have eaten their lunch.
- Supervise the playground area, playing field, cloakrooms and classrooms etc during the lunchtime break.
- Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.
- Assist in the implementation of appropriate behaviour management strategies as required.
- Resolve minor disputes between pupils.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment.

## Supervision/Management of People

None.

## Creativity and Innovation

- Monitors and is responsive to children's behaviour, personal needs and communication.

## Contact and Relationships

### Internal

Works in collaboration with other staff.



## Decisions - discretion and consequences

Limited decision making but due to the nature of the post may require creativity and innovation for managing everyday situations and awareness of when to involve other relevant parties.

## Resources

None.

## Work Environment

### Work demands:

- The detail of the work can result in the post holder managing conflicting priorities and responding appropriately to these demands.

### Working conditions:

- Where outside work is involved this can be in inclement weather.

### Work context:

- Some risk of verbal abuse and physical harm if a child, or parent were to choose to behave aggressively, but this would be extremely rare.
- Risk of infection when dealing with unwell children.

## Knowledge and Skills

- Communication skills.
- Ability to work effectively as part of a team and to apply given instructions.
- Knowledge of strategies which promote good behaviour and discipline.

## Position of Job in Organisation Structure

Job reports to  
**Headteacher**

THIS JOB  
**MSA**

Reporting to this job  
**None**



# Job Description—After School Club Supervisor

## Main Purpose of Job

Ensure the provision of high quality out of hours school provision for children, within a positive, safe and happy environment.

## Core Responsibilities, Tasks and Duties

- Plans and delivers activities relevant to the age of the children, both indoors and outdoors and ensuring the children are supervised at all times.
- Uses specific skills, knowledge and experience with and of the children to support their access to activities.
- Prepares and provides a healthy snack for the children following food hygiene practices, and cleans up afterwards.
- Maintains accurate records, including register and accident book. Administers basic first aid as required.
- Helps to ensure activities positively reflect cultural diversity, promote community cohesion and equality of opportunity and that they are fully inclusive.
- Takes responsibility for preparing the room and resources for the planned activity to take place. Ensures the hygienic preparation of refreshments and the safe condition of equipment.
- Follows all Before School Club policies and procedures, in particular: Health, Safety and Security Policies, Child Protection Policy, Anti-Bullying Policy, Behaviour Management Policy, Inclusion Policy, Equality Policies and Confidentiality and Data Protection Policies.
- Participate as required in the school's performance management and supervision systems and take part in appropriate training and development activities.
- Make appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working.
- Contribute to the overall ethos, work and aims of the school and demonstrates professionalism.
- Responsible for promoting and safeguarding the welfare of the children.

## Supervision/Management of People

None.

## Creativity and Innovation

- Builds and maintains positive and professional relationships with parents.
- Monitors and is responsive to children's behaviour, personal needs and communication.

## Contact and Relationships

### Internal:

Works in collaboration with other staff.

### External:

Communicate with parents as appropriate at collection time.





## Decisions - discretion and consequences

- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to school staff and parents whenever the need arises.

## Resources

None.

## Work Environment

### Work demands

- Implement activities as planned. Work may be subject to some change and interruption.

### Physical demands

- Will involve both sitting with children and periods of physical activity, involving bending, crouching, lifting, walking and running.

### Working conditions

- Majority of work takes place in 'classroom' environment. May also be involved in outside activities e.g. supervision of playground and sports field activities in all weather conditions as required.

### Work context

- Some risk of verbal abuse and physical harm if a child, or parent were to choose to behave aggressively, but this would be extremely rare.
- Risk of infection when dealing with unwell children.

## Knowledge and Skills

- Communication skills
- An understanding of the provision of good quality childcare. Knowledge of child development and learning processes.
- Knowledge of strategies which promote good behaviour and discipline
- Ability to plan and deliver safe activities, work on own initiative and communicate effectively with colleagues and parents.

## Position of Job in Organisation Structure

Job reports to  
**Headteacher**

THIS JOB  
**After School Club Supervisor**

Reporting to this job  
**None**



# Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

## Teaching Staff

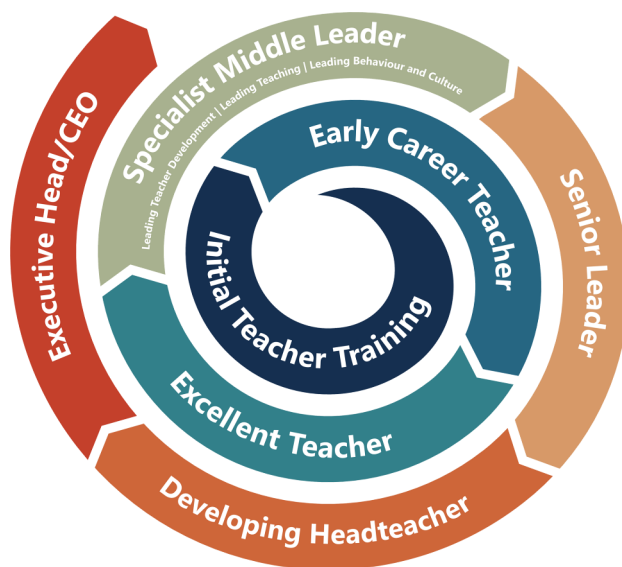
For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.

## Support Staff

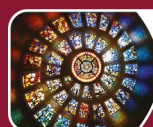
The support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for



## Pathfinder Teaching School Hub

Staff in our schools are able to benefit from the wide range of training and development opportunities delivered through the Pathfinder Teaching School Hub, based at Archbishop Holgate's School. As well as providing the full suite on National Professional Qualifications, the Hub and its key partners deliver a wealth of training and development opportunities for teachers at every stage of their career across our urban, rural and coastal school communities.





## Benefits of working at Pathfinder

**Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.**

### Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

#### Local Government Pension Scheme

We contribute an additional 20.4% of your salary.

#### Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

### Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



### CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



### TES Magazine Subscription

All Pathfinder employees have unlimited access to



### Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee



Assistance Programme provides specialist counselling and resources

24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

### Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



### Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel



### Free Will Writing Service