



# St. Peter's

Church of England Primary School

*Love Learn Shine*

Dear Candidate,

Thank you for taking an interest in the role of GTA SEND.

St Peter's CE Primary School is a friendly family orientated school where the children learn about good behaviour and respect for all. Our vision of *Love Learn Shine* permeates and drives all we do.

Our most recent Ofsted inspection was March 2024.

You will join a happy and highly effective team based at our well known and respected school based in the centre of Harrogate.

Our school is committed to continuous professional development and opportunities will be given to share experiences and widen your knowledge.

We are looking to employ someone who will work primarily with one of our children with and Education Health Care Plan (EHCP). We are looking to appoint a dedicated and compassionate practitioner who is motivated to support children with a range of needs identified within their Education Health Care Plans (EHCP) including those on the autism spectrum who present with demand avoidance.

Experience working with children on the autism spectrum who show signs of demand avoidance would be desirable, however we also warmly welcome applicants who demonstrate a genuine willingness to learn and work with neurodiverse children in a nurturing and inclusive environment.

The advert, job description and person specification are included in this pack.

Further information about the school can be found on our website. If you would like any additional information, then please contact us at [admin@stpeters.ycst.co.uk](mailto:admin@stpeters.ycst.co.uk) and we will respond to your enquiry as soon as possible.

Please apply by emailing your completed application form to [admin@stpeters.ycst.co.uk](mailto:admin@stpeters.ycst.co.uk) by 09.00am on Monday 2 February 2026.

I look forward to hearing from you.

Yours faithfully

Paul Griffiths  
Headteacher

# General Teaching Assistant with SEND Allowance

**Permanent, Term time only**

**Hours – Full time up to 30 hours per week. We are happy to consider this role being shared between two people and we warmly welcome visits to school and/or informal discussions with Mr Griffiths Headteacher, or Mrs Jones (SENDCo).**

**Working Days: Monday to Friday, days negotiable.**

**Typical daily pattern – 8.45 – 12.30 and 1.00 -3.15**

**Closing Date – 9.00am, Monday 8 December 2025**

**Grade C, SCP 2-6: £12.65 - £13.47 per hour depending on experience plus SEND Allowance.**

We are looking to appoint a dedicated and compassionate practitioner who is motivated to support children with a range of needs identified within their Education Health Care Plans (EHCP) including those on the autism spectrum who present with demand avoidance.

Experience working with children on the autism spectrum who show signs of demand avoidance would be desirable, however we also warmly welcome applicants who demonstrate a genuine willingness to learn and work with neurodiverse children in a nurturing and inclusive environment.

## JOB DESCRIPTION

<b>POST:</b>	<b>General Teaching Assistant (GTA) SEND</b>
<b>GRADE:</b>	Grade C Point 2-6 with SEND allowance
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	You will be working with the class teacher supporting an SEN pupil on a one-to-one basis. There will also be the need to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
<b>JOB CONTEXT:</b>	<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>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre planned learning/behaviour activities as directed by the teacher</li> <li>• Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation, and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>• Assist with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans</li> <li>• Develop 1:1 mentoring arrangements with a child</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance.</li> <li>• Challenge and motivate pupils, promote and reinforce self-esteem.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> <li>• Communicate effectively with all pupils, families, carers, and other agencies / professionals</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Share information confidentially about pupils with teachers and other professional as required</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Receive and hand over appropriate information at the beginning and end of the day</li> </ul>

<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Support the use of ICT and adhere to relevant policies</li> <li>• Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations</li> <li>• Participate in appraisal, training, and other learning activities</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Work with colleagues and others to maintain health, safety, and welfare within the working environment</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to Information Governance; this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture, and values</li> </ul>

**PERSON SPECIFICATION**

**JOB TITLE: General Teaching Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• An awareness of child/young person's development and learning</li> <li>• An understanding that children/Young people have differing needs</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes</li> <li>• Knowledge of Behaviour management techniques</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>• Knowledge of inclusive practice</li> <li>• Knowledge of practices for children with SEN</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children who have additional needs</li> <li>• Experience of working with children diagnosed with PDA</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ level 3</li> <li>• Appropriate first aid training</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers</li> <li>• Good reading, writing and numeracy Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Basic ICT Skills</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills.</li> <li>• Ability to work successfully in a team.</li> <li>• Confidentiality</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Willingness to work 1:1 with children who have additional needs including children who have a diagnosis of Persistent Demand Avoidance (PDA) within the autism spectrum.</li> <li>• Enhanced DBS Clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> <li>• An empathy for equality &amp; diversity</li> </ul>	

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| <ul style="list-style-type: none"> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul> |  |
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### **Recruitment Safeguarding Information**

*St Peter's CE Primary School and YCST takes safeguarding very seriously and are committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment.*

*Online searches on shortlisted candidates will be undertaken prior to interview.*

*Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and Child Protection Practices of St Peter's YCST. Checks are also undertaken to verify identity, address, qualifications required for the post, right to work in the UK, previous employment history.*

For further information please contact the school office on [admin@stpeters.ycst.co.uk](mailto:admin@stpeters.ycst.co.uk)

### **Yorkshire Causeway Schools Trust**

*St. Peter's CE Primary School is part of Yorkshire Causeway Schools Trust, a growing multi academy trust which is currently comprised of nine schools in the Harrogate and Skipton areas. The Trust employs over 600 members of staff who together work to ensure the best possible outcomes for the 3,800 pupils within our schools.*

*In addition to providing an education that is ambitious for all pupils, the Trust strives to be a good employer and prides itself on value and respect as the basis for all relationships.*

*Yorkshire Causeway Schools Trust 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 with the Trust. 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.*

*Yorkshire Causeway has a strong commitment to achieving equality of opportunity in its academies and in the employment of staff. The post holder will ensure that Yorkshire Causeway Schools Trust meets its statutory obligations in relation to all aspects of equality legislation.*