

Teaching Assistant Application Pack



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Teaching Assistant

Application closing date: Wednesday 17th June 2026 9am

Job start: 1st September 2026

Salary: A1/B1 Point 1 - 6

Hours: 30.42 hours per week Term Time Only + up to 5 days

Location: Leeds, West Yorkshire

Contract type: Temporary

Hugh Gaitskell Primary School is a popular school in South Leeds. We are at the heart of this culturally-rich community where we are able to offer purposeful and exciting learning opportunities for all. We are proud to be recognised for our high standards of behaviour, our nurturing ethos and our innovative practice. At our school, we nurture pupils and empower them to use their initiative, take risks, be self-sufficient and self-motivated. Our children are enthusiastic about the community they live in. They have a voice- they are powerful and they are strong.

We are seeking to appoint enthusiastic, inspirational and motivated Teaching Assistants to join a supportive team of professionals who are committed to raising standards and using innovative techniques to make learning magical. The successful candidates will understand the importance of contributing to the vision and the future achievements of Hugh Gaitskell Primary School.

We are driving towards outstanding provision and we believe that energy, passion and a commitment to high standards are among the key characteristics required.

We can offer you:

- Well behaved children who care about each other and are enthusiastic about their learning
- A strong, positive and forward thinking leadership team
- Highly talented, motivated and hardworking staff
- An ambitious and supportive Governing Board and community - An outstanding environment and well-resourced school

We are looking for someone who:

- Is enthusiastic, inspirational and motivated
- Shares our passion for providing the children with excellent learning opportunities
- Has the ability to inspire, motivate and support pupils
- Is excited about teaching in a culturally diverse environment
- Has resilience, emotional intelligence and excellent communication skills
- Has a secure knowledge of the current National Curriculum

We promote diversity and want a workforce which reflects the population of Leeds.

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 and Barring Service (DBS) check. The details of the DBS Code of Conduct can be found here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

Visits to the school are warmly welcomed and actively encouraged but you will not be disadvantaged if you are unable to visit. If you would like to book a visit please contact Dawn Sadler at recruitment@hg-ps.org.

If shortlisted, you will be asked to complete a self-disclosure form which would be destroyed if you were unsuccessful. Further information can be found on our website.

References

Please note if shortlisted, we will contact your referees.

Online search

Please be aware that in line with Keeping Children Safe in Education (KCSIE) we will undertake an online search for all shortlisted candidates.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply. If you are currently living overseas or have lived / worked overseas in the last three years please be aware that you will be required to provide an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.

Our Vision & Values

Together we will make the world a better place

Every child deserves a champion: an adult who will not give up on them, who understands the power of connection and insists they become the best they can possibly be.

Alongside parents, we are that champion.

And it doesn't matter how much it takes, how easy or hard it might be because our passion is to champion every child that comes here.

We are their cheerleaders, their coaches, their biggest fans.

Our children live in a diverse world, a more connected world where they will meet people from all over the globe and speak different languages.

That world lives in our school.

We champion that diversity, we celebrate it, because it makes us all richer through new experiences, new adventures, new friends, but it also teaches tolerance, understanding and respect. One world, one school.

Our children will have a voice and they will become the champions of others, their community and their world.

They will make the world a better place.

They will say:

I have things to do, people to impress and places to go. I will be a better person when I leave- I am powerful and I am strong.

Because we listen and celebrate what is both common and different, we have become a wiser, more inclusive school. Diversity is about all of us, and about us having to find a way to walk through this world together.

We provide our pupils with the skills, empathy and integrity needed to thrive in our vibrant and ever-changing society.

At Hugh Gaitskell Primary School, our children are inquisitive, imaginative and ambitious. We teach them to debate, compromise, and think creatively. They are confident learners and articulate speakers who stand up for equality and fairness. We nurture pupils and empower them to use their initiative, take risks, be self-sufficient and self-motivated. Our children are enthusiastic about the community they live in. They have a voice- they are powerful and they are strong.

We raise aspirations, open children's eyes to both their immediate environment and the world beyond and we enable our children to live happy, healthy and productive lives. We do this by supporting, nurturing and inspiring our children through quality-first teaching strategies and providing a wealth of opportunities to enrich their life experiences.

By working with our families, we create an inspirational environment where everyone is valued and successes are celebrated.

Key Dates in the Recruitment Process:

Application Closing Date

Wednesday 17th June 2026 9am



Shortlisting

Wednesday 17th June 2026



Interview Day

Friday 19th June 2026



Hugh Gaitskell Primary School
Teaching Assistant
Person Specification

	Essential	Desirable	How identified
Qualifications			
5 A-C GCSEs or equivalent	✓		A/I
Further or Higher Education qualifications		✓	A/I
Experience			
Working as a TA in a large, multicultural environment		✓	A/I/R
Professional Knowledge and Understanding			
Must have a good knowledge of the National Curriculum 2014 for all the subjects for the relevant Key Stage.		✓	A/I
A sound knowledge and understanding of the Foundation Stage Curriculum		✓	A/I
An understanding of curriculum and pedagogical issues relating to learning and teaching,		✓	A/I
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> ● Safeguarding Policy ● Participation and implementation of the School Behaviour Policy ● Awareness of Health and Safety implementation in the Workplace ● Implementation of the school Equal Opportunities Policy 	✓		A/I
Knowledge of effective strategies to include, and meet the needs of all pupils, in particular underachieving groups of pupils, pupils with EAL and SEND		✓	A/I
Familiarity with effectively supporting teaching to meets the needs of Individual Education Plans for pupils with SEND		✓	A/I
Professional Skills and Abilities			
Must be able to support lessons for all the pupils in a class, providing clear support so that children can achieve the objectives set	✓		A/I/R
Must be able to keep records of pupil progress in line with school policy	✓		A/I/R
Ability to plan and work collaboratively with colleagues	✓		A/I/R
Personal Qualities			
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓		A/I/R
A teaching assistant with a flexible approach to work who enjoys being a good team member	✓		A/I/R
Must have good communication skills both orally and in writing	✓		A/I
Must be able to manage own workload effectively	✓		A/I/R
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓		A/I/R
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓		R
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓		I/R

To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓		A/I/R
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'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for an interview.



Hugh Gaitskell Primary School
Teaching Assistant
Job Description

Areas of Responsibility and Key Tasks

Responsible to: Senior Leadership Team

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils by following and adapting planning in order to:

- Support children to achieve their individual targets
- Empower children to become independent learners
- Make effective use of assessment and feedback as appropriate, guided by the class teacher ● Make the best use of available time
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work and homework
- Use ICT tools and techniques effectively to enhance teaching and learning
- Evaluate own work critically to improve effectiveness
- Take account of pupils' specific needs by providing structured support in collaboration with the class teacher
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and to listen attentively
- Use a variety of strategies, as directed by the class teacher, which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
- Promote the key principles of 'growth mindset' so that pupils are keen, resilient learners

Monitoring, Assessment, Recording, Reporting

- Provide feedback to the class teacher that will support accurate assessment of specific children's attainment
- Monitor pupils' work and work in conjunction with the class teacher to set targets for progress

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The Headteacher may assign additional tasks as necessary.

EQUALITY AND DIVERSITY

We are committed to, and champion, equality and diversity in all aspects of employment within Leeds City Council. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Hugh Gaitskell Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

The job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: