POCKLINGTON
SCHOOL

Ages 0 to 18



Applicant Pack
Teaching Assistant
November 2026









School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school "for bringing up the youth in virtue and learning"

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

Our Values



Our values express the principles that guide our community: Courage, Truth, and Trust.

Our graduate virtues translate these principles into action, defining the character, attitudes and behaviours we aspire to develop in every pupil throughout their journey with us.

Our Graduate Virtues

	Show Courage	**Aspiration**	I aim high with purpose, seize opportunities, and strive to make a positive difference.
		Resilience	I persevere, learn from setbacks, and take responsibility for my growth.
		Integrity	I always do the right thing, am kind to others, and try my best, even when it is hard.
	Seek Truth	**Enquiry**	I stay curious, ask thoughtful questions, and use what I discover to deepen my understanding and solve problems.
		Creativity	I think boldly and flexibly, explore my own ideas, and try different approaches.
		Reflection	I look carefully at reliable information, draw reasoned conclusions, and reflect on what I have learned to improve what I do next.
	Earn Trust	**Commitment**	I take an active role in School community life, join in with a range of activities, and give my full effort to the things I do.
		Compassion	I am kind and respectful, value the strengths, diversity and perspectives of others, and celebrate their successes.
		Collaboration	I work well with staff and other pupils, listen to their ideas, and use their support to help me make progress.

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:



Generous Pension Scheme – We offer competitive employer contribution rates for all staff

Death in Service Benefit – 3 times salary or last 12 months salary for casual workers

Discounted School Tuition Fees for permanent staff

Discounted Gym Membership - Francis Scaife Leisure Centre (Pocklington)



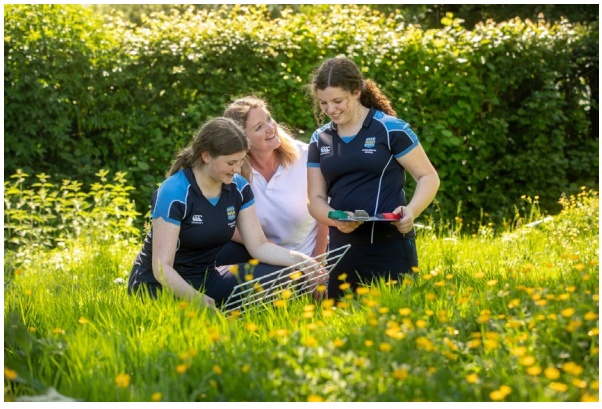
Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families including a 24/7 GP service and physiotherapy

On-site Gym and Swimming Pool

Free Lunch in term time

Free Staff Room Refreshments – in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Bursarial, HR & Payroll, Policies



Enhanced Sick Pay Arrangements – detailed within the Absences from Work Policy, also to be found on the Extranet

Annualised Pay where possible – allowing for easy home budgeting

Winter car lights & tyre testing – organised by the Transport Team each January

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking



Free library services – including holiday book loans

HMRC:

Cycle to Work scheme - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.

Job Information

Role Title: Teaching Assistant

Overall Purpose: To assist the classroom teacher where required and support the learning activities of pupils.

Responsible To: Head of Prep School

Staff Responsible For: N/A

Salary: £20,678 actual salary (£26,166 FTE / £13.60 per hour)













Job Advert

TEACHING ASSISTANT – PREP SCHOOL
Permanent Role

Pocklington Prep School is seeking to appoint a highly experienced, caring and motivated Teaching Assistant. The role will be predominantly with a class in the Early Years Foundation Stage (EYFS), but flexibility is essential as our Teaching Assistants are deployed according to where they are most needed

Working with our younger children (aged 4 – 7 years), you will provide effective, practical and fun tasks to support the learning activities of pupils. Your role will include: assisting classroom teachers with administration and organisational tasks such as preparing resources and displays, planning and leading group work, supporting pupils in 1:1 reading sessions, supervising play areas and helping to maintain records and assessments.

Alongside a good standard of education, including English and Maths (Grade 4/C or above), you will be qualified to at least level 3 in supporting teaching and learning in schools. You will be an effective communicator with a caring nature, and lots of enthusiasm.

This is a full-time role working 37.5 hours per week, Monday to Friday from 8am to 4pm, during term time only.

Pocklington Prep School is a wonderful place to work. We are a supportive, kind and caring team who strive to maintain a good balance between work and home life. We enjoy what we do and seek to support all those around us in their professional and personal development. We care for our employees, providing good food, refreshments, social activities and wellbeing initiatives as part of our welcoming school community.

For an informal chat about the role please contact Ms Suzy Ward, Head of Prep School on 01759 321228 or for more information please call the HR team on 01759 322666 or email recruitment@pocklingtonschool.com

Please apply on MyNewTerm: https://mynewterm.com/school/Pocklington-School/118132

Closing Date: 9am 27th November 2026

At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best.

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

EYFS TEACHING ASSISTANT

Main Purpose:
To assist the classroom teacher in providing administrative, practical and organisational tasks and to support the learning activities of pupils.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head of Prep.

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POCKLINGTON SCHOOL FOUNDATION

Duties

Major Tasks:

- assist the classroom teacher in the delivery of the curriculum, to enable every child to reach their potential and make good progress with their learning
- take responsibility for a group of children (unsupervised)
- plan and teach small group activities, to promote children's learning
- plan and teach a RWI group
- contribute to the effective organisation and use of resources
- contribute to the quality of care and welfare of pupils
- support the needs of pupils in effectively accessing the curriculum
- support the quality of learning and teaching in the classroom
- plan and create high quality displays and role play areas, which further promote learning and are in keeping with the curriculum and ethos

Other duties typically include:

- covering classes when directed by the Head or Deputy Head of Prep School
- preparing resources for lessons
- supporting pupils in one-to-one reading and recording comments for parents
- helping children with numbers by completing small group work as per planned activity
- playing games and encouraging children to play together, including supporting role-play.
- talking and listening to children
- displaying work
- supervising dining and play areas
- dealing with minor first aid issues
- escorting children between classes and on outings and events.
- comforting and caring for children if they have a minor accident or are upset, which may include dealing with toilet accidents/changing
- helping the teacher to maintain records and assessments
- liaising with other professionals, parents and carers (at the request of the form teacher), including writing comments in the Prep Planners

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.

Person Specification

	Essential criteria	Desirable criteria	How measured
Experience	• Wide-ranging, working with children in a school environment	• Experience of working with small groups unsupervised	Application form and interview
Education and Training	• Good standard of education including English & Maths GCSE Grade C/ 4 or equivalent. • Level 3 or equivalent or higher in supporting teaching and learning in schools (or equivalent early years qualification)		Application form
Skills and knowledge	• Good knowledge of the EYFS framework • Good knowledge of current educational frameworks • Good communication skills • Organisational skills	• Ability to lead activities for children	Application form and interview
Personal attributes	• Enthusiasm and humour • Caring and open personality • Willing to work to support learning • Interested in own professional development	• Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation	Application form and interview

Child Protection: this post is subject to acceptable references and clearance from the Disclosure & Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

Recruitment Timetable

Closing Date: 9am 26th November 2026

Expected Interview Date: To be arranged

Expected Start Date: 5th January 2027

Please apply online using the mynewterm applicant tracking system
https://mynewterm.com

This can be accessed through https://www.pocklingtonschool.com/work-with-us where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section
- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy
https://www.pocklingtonschool.com/work-with-us

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

