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**BRADFORD GIRLS'
GRAMMAR SCHOOL**



Teaching Assistant (Intimate Care)

RECRUITMENT INFORMATION PACK



Salary: Band 5, SCP 4-6 (Actual Salary £19,130 - £19,563)

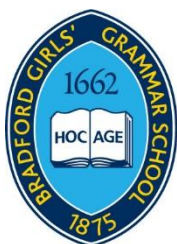
Contract term: Fixed Term (in the first instance)

Working pattern: 32.5 hours per week, Term Time Only.

From: September 2026 until July 2027

Bradford Girls' Grammar School

Squire Lane, BD9 6RB



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1. About Bradford Girls' Grammar School

Thank you for the interest you have shown in the post of Teaching Assistant at Bradford Girls' Grammar School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially de-amalgamated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many strengths of the school; teaching quality is good across the school leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: Aspire, Succeed, Lead, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

2. Bradford Diocesan Academies Trust (BDAT)

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit www.bdat-academies.org

3. Information on the Post

We are seeking to recruit an enthusiastic, positive and highly empathic Teaching Assistant to start in September 2026. The successful candidate will have experience of providing intimate care in an education setting and a strong working history of support practise, working with pupils with additional needs.

As a Teaching Assistant you will play a key role in supporting the students of Bradford Girls' Grammar School in and out of lessons. You will engage effectively with the SENDCo in response to the dynamic needs of pupils at our school, ensuring that the SEND code of conduct is adhered to and the schools Safeguarding and Child Protection agenda is followed at all times.

We are a hugely successful school, with a strong set of results and we want to get even better!

Our mission is that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future. Providing broad opportunities, raising aspirations, and providing fun and memorable experiences, are all key to this, and all our colleagues contribute to extra-curricular activities.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Friday 14th August 2026**
- **Shortlisting of applications: Friday 14th August**
- **Interview date: Thursday 20th August**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

5. Job Description

Post Title:	Teaching Assistant (Intimate Care)
Post Purpose:	To work as part of the Learning Support Team in supporting and including pupils with Special Educational Needs and or disabilities.
Reporting to:	SENDCo
Working time:	32.5 Hours per week TTO. 8.30am until 3.30pm.
Salary/Grade:	Band 5 SCP 4-6
Main (Core) Duties:	
Range of Duties	• Work with individuals and small groups using differentiated approaches to meet their needs. • Provide intimate care to a pupil or pupils who require the additional levels of support. • Adhere to all intimate care policies and protocols at all times. • Develop an understanding of the special educational needs of pupil concerned. • Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning • Build and maintain successful relationships with pupils, treating them consistently with respect and consideration. • Support teachers in implementing specific teaching programmes but contributing to the planning and evaluation of strategies. • Consider pupils' needs and ensure their access to lesson content through the use of appropriate clarification, explanations, equipment, and materials. • Adapt materials and resources to enable accessibility for all. • Model good practice when supporting pupils in recording their work • Support pupil development of study and organizational skills • Contribute towards, building motivation, confidence, and self-esteem; the promotion of independent learning; pre teaching of new knowledge / skills; reinforcement of classroom learning. • Carry out structured classroom assessment/ observation and feedback outcomes. • Keep accurate records and contribute to the evaluation of pupil progress. • Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence. • Report any safeguarding concerns immediately to a Designated Safeguarding Lead

	• 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 support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. • To contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professional. • Attend and participate in relevant meetings as required. • To contribute to the running of the school by contributing to the development of any systems to meet changing needs and improvement to the service provided. • May from time to time be require undertaking other duties commensurate with the grade and level of responsibility defined in this job description. • To extend personal knowledge of education matters by way of Professional Development days, seminars etc • Assist with break/ lunch time duties and as and when required.
Relationships	• Support the positive ethos of the school by acting in accordance with its values. • Provide support to staff and students throughout the day by responding to queries and acting on behalf of the Headteacher as required. • Liaise with parents and carers to help resolve their queries and maintain positive relationships. • Support the creation of an environment where students maintain positive behavior and attitudes to learning. • To build a strong culture of positive and respected relationships, underpinned by restorative approaches. • Set a good example in term of dress, punctuality, and attendance • Support the school's child protection and safeguarding strategies • Be proactive in matter relating to health and safety • Contribute to the promotion and effective implementation of the schools SEND and Equal opportunities policies. • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • To provide support to students throughout the day by fulfilling pastoral responsibilities • To contribute to a climate where students can develop as leaders • Create an environment where students maintain positive attitudes to learning

Wider Responsibilities	• Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person. • To share responsibility for student welfare • Comply and assist with the development of policies and procedures relating to area of responsibility as required. • Develop effective professional relationships with others • Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times. • Have up to date KCSIE knowledge
Physical Conditions	• The post is based at Bradford Girls' Grammar School. • The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request. • This post is subject to an enhanced Disclose and Barring Service check. • The school operates a non-smoking policy.
Prospects	• Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.
Special Condition of Service	• Will not require leave of absence during term time.

Statement:

Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

6. Person Specification

ATTRIBUTES	CATEGORY 1	Ess	Des	MOA
Skills	- Ability to work successfully with pupils with additional educational needs including intimate care - Ability to work as part of a team - Ability to communicate at all levels i.e. staff, pupils, parents/carers and professionals - Ability to support families and carers of pupils with additional needs.	* * * *		A & I A & I A & I A & I
Knowledge/ Understanding	- Understanding of SEND strategies - Understanding of relevant policies and relevant legislation - Understanding of child protection - Commitment to safeguarding - Knowledge of the Ofsted Framework and experience of preparation for the inspection process - Have up to date KCSIE knowledge	* * * * *		A, I & C A A & I A A
Qualifications/Training	- Good Numeracy/ Literacy/ ICT Skills - Able to recognize own training needs and willing to undergo relevant training 5 A*-C GCSEs or equivalent including English and Maths - Experience of working in an educational establishment	* *	* *	A & I A & I A & I A & C
Behavioural and other related characteristics	- Enthusiasm, determination and high standards - Belief in the value of others - Prepared to respect sensitive and confidential work. - Commitment to own personal development and learning.	* * *	*	I I I I
METHOD OF ASSESSMENT(MOA)		A = Application Form T = Test I = Interview C = Certificate		

7. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children.

Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

8. School Location and Travel Information

Bradford Girls' Grammar School

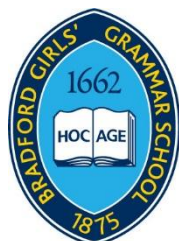
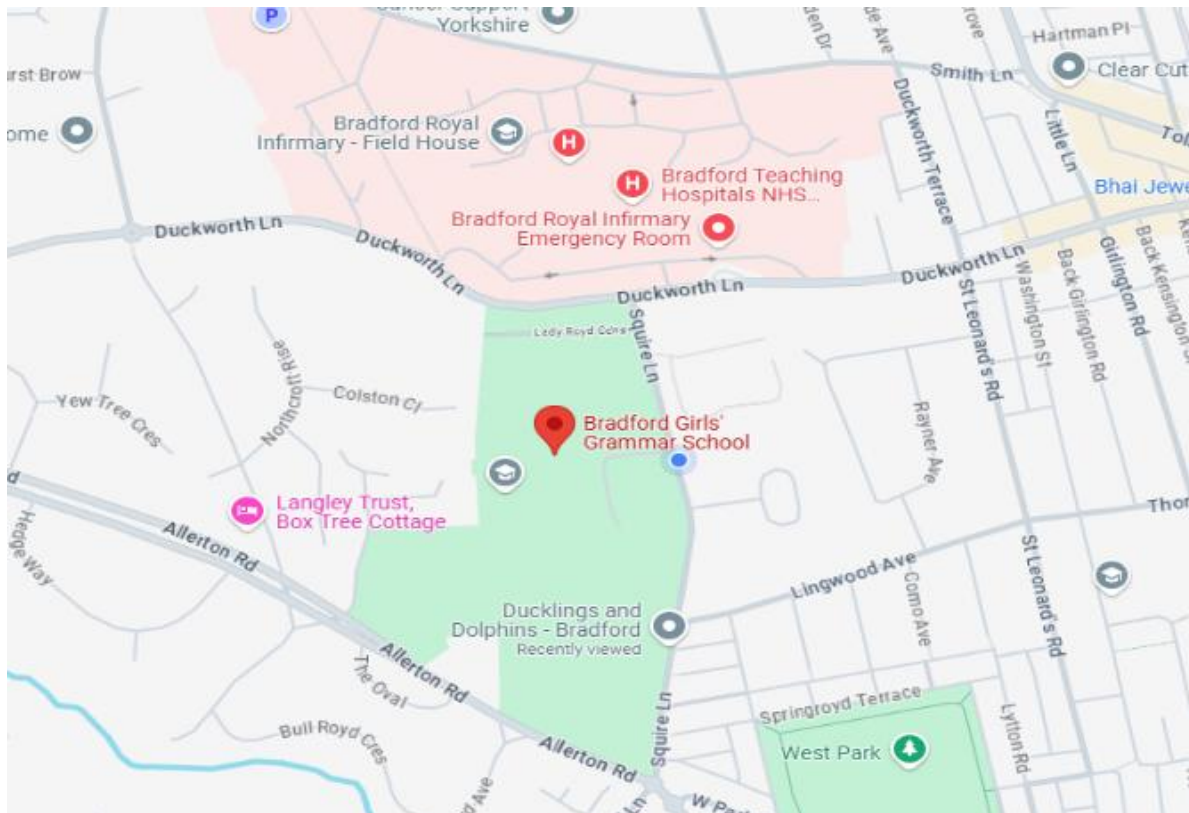
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