



POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack
Higher Level Teaching Assistant
February 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.

Strategic Education Vision 2020-2026



The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community

ETHOS AND VALUES

A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

AIMS

We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

STRATEGIC OBJECTIVES

Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment

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 - with the option to spread payments over 12 months

Discounted Gym Membership - Francis Scaife Leisure Centre (Pocklington)

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Smart Health – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

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: Prep School Higher Level Teaching Assistant

Overall Purpose: To provide TA support and act as a cover supervisor when required

Responsible To: Head of Prep School

Staff Responsible For: N/A

Salary: £21,713.20 actual salary for working during term time



Job Advert

Higher Level Teaching Assistant

Full Time (37.5 hours per week), Term Time Only, Required from September 2026

Pocklington Prep School is a thriving and successful co-educational independent school 12 miles east of York, providing day and boarding education.

We are looking to appoint a Higher Level Teaching Assistant (HLTA) within our Prep School to cover for staff absence within the classroom and when this isn't required you will provide valuable TA support which includes effective, practical and fun tasks to support the learning activities of our Prep pupils.

Your role will include: assisting the classroom teacher with administrative and organisational tasks such as preparing resources and displays, planning and leading group work, supporting pupils in 1-2-1 reading sessions, supervising play areas and helping to maintain records and assessments.

As the HLTA you will have experience of working in a school environment ideally in a cover role. You will provide classroom and other professional duties cover e.g. start and end of the day supervision, registration, break and lunchtime supervision. Alongside a good standard of education, including English and Maths, you will have the level 4 HLTA qualification. You will be an effective communicator with a caring nature, and lots of enthusiasm.

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 home and work 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 and social activities for those who are interested.

For an informal chat about the role please contact Ms Suzy Ward, Head of Prep School on 01759 321228 or prephead@pocklingtonschool.com

For further information please call 01759 322666 or email recruitment@pocklingtonschool.com
All our current vacancies can be found at: <https://www.pocklingtonschool.com/work-with-us>
where you will be directed to apply via the MyNewTerm website.

Closing Date: 9am 12th March

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

POCKLINGTON SCHOOL FOUNDATION

HIGHER LEVEL TEACHING ASSISTANT

Main Purpose:

This is a combined role of a Teaching Assistant with the ability to act as a Cover Supervisor when required.

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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The HLTA has two roles within the Prep School: Cover Supervisor and Teaching Assistant.

The Cover Supervisor will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include registration, supervision of students at the start and end of the day and during breaks and lunchtime and supervision of clubs for example. The role is wide ranging and the HLTA should be prepared to work with all age groups from 4 to 11 years. Cover supervisors may also be asked to assist teachers in undertaking these tasks.

General Responsibilities

- To implement school policies and procedures.
- Support the overall ethos of the Prep School helping to embed the values of Courage, Truth and Trust.
- Work with colleagues to support high standards of behaviour and attainment.
- Contribute to the effective organisation and use of resources.
- Contribute to the quality of care and welfare of pupils.

Specific Responsibilities – Cover Supervisor

- Cover lessons for absent teachers as required as directed by the Prep School Management team.
- Facilitate and encourage learning which helps all students achieve their potential.
- Prepare resources ahead of lessons.
- Provide feedback to pupils during the lesson to support their ongoing progress.
- Provide feedback to staff when lessons have been covered, ensuring that all marking has been completed and any pastoral issues have been addressed.
- Plan and teach simple lessons that can be used with various year groups in the event of short-notice cover.

Specific Responsibilities – Teaching Assistant:

- 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 when directed to do so.
- Support the needs of pupils in effectively accessing the curriculum.
- Support the quality of learning in the classroom.

- Provide one-to-one support for children with special educational needs as directed by the Learning Support Coordinator or class teacher.
- Support pupils with one-to-one reading and record comments for parents in their planners
- Complete small group intervention work as per a planned activity.
- Support the teacher to maintain records and assessments.
- Attend staff meeting as requested by Prep school management team.
- Initiating play, playing games and encouraging children to play together, including supporting role-play.
- Talk to and listen to children to build positive, respectful relationships.
- Display work at the request of class teachers and the Prep School management team
- Supervise dining and play areas.
- Escort children between classes and on outings and events.
- Comfort and care for children if they have a minor accident or are upset, which may include dealing with toilet accidents/changing/ administering minor first aid.
- Liaise with other professionals, parents and carers (at the request of the form teacher), including writing comments in the Prep Planners and communicating with parents at the end of the school day.

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 experience of supporting the EYFS, KS1 & KS2 in a school environment. Experience of working with independence in a classroom environment.	Experience of working with small groups unsupervised. Experience of a cover role within a school environment.	Application form and interview
Education and Training	English & Maths GCSE or equivalent. NVQ Level 4 or equivalent or higher (HLTA qualification).	Additional qualifications or certificates which demonstrate an interest in CPD. Degree.	Application form
Skills and knowledge	Overarching Knowledge of EYFS framework. Outstanding knowledge regarding safeguarding and child protection within a school environment. Secure knowledge of current educational frameworks relevant to the Prep School. Outstanding communication skills with both adults and children. Excellent organisational skills.	An understanding of the curriculum taught at the Prep School. An ability to work under pressure, in a calm and proactive manner.	Application form and interview
Personal attributes	Enthusiasm, humour and kindness. Caring and open personality. Committed to own professional development. A flexible approach to working.	Ability to apply the ethos of the Foundation to all aspects of the role.	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: 12th March 2026

Expected Interview Date: To be arranged

Start Date: 1st September 2026

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.

