



# POCKLINGTON SCHOOL

Ages 0 to 18



Teaching Assistant  
Applicant Pack  
August 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:** Teaching Assistant (121)

**Overall Purpose:** To work with individual children having special or particular needs, in accordance with the child's Education Health and Care Plan.

**Responsible To:** Head of Prep School

**Salary:** £13.07 per hour / £6359 per annum (part time, term time only)





# Job Advert

## **PART TIME ONE TO ONE TEACHING ASSISTANT – PREP SCHOOL** **From September 2026, one year fixed term contract (initially)**

Pocklington Prep School is seeking to appoint a highly experienced, caring and motivated One-to-One Teaching Assistant to provide dedicated support for a Year 6 pupil.

Working closely with the class teacher, Assistant Head (Progress), parents and external professionals, you will help the pupil to access learning, develop confidence and independence, and achieve their full potential in a nurturing and supportive environment. This is a rewarding opportunity to make a real difference to a child's educational journey and is a wonderful opportunity to support a pupil to thrive and achieve with their Speech and Language, Social and Emotional, Physical and Sensory and Cognitive targets set in their EHCP.

You will work in accordance with the pupil's Education, Health and Care Plan (EHCP), providing tailored support throughout the school day. Your responsibilities will include planning and delivering learning activities alongside the class teacher, implementing speech and language programmes, supporting occupational therapy targets, monitoring progress, promoting inclusion within the classroom, and helping to foster the pupil's physical, emotional, social and educational development. The successful candidate will have experience of supporting children with additional needs, ideally on a one-to-one basis, together with a good understanding of the Key Stage 2 curriculum. Knowledge of learning differences such as EBSA, autism and speech and language needs would be advantageous.

You will be patient, empathetic, organised and an excellent communicator who is passionate about helping children thrive. Ideally you will have a Level 2 qualification in Supporting Teaching and Learning, together with a good standard of education including GCSE English and Maths (Grade 4/C or above).

Pocklington Prep School is a wonderful place to work. We are a supportive, kind and caring team who strive to maintain a healthy balance between work and home life. We enjoy what we do and are committed to supporting one another's professional and personal development. We care about our staff, offering excellent refreshments, social activities and wellbeing initiatives as part of our welcoming school community.

This is a part-time, term-time only position working 12 hours per week, Monday to Thursday 8.15am – 10.45am and Friday 9.15am – 11.15am.

For further information please call the HR team on 01759 321212 or email [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)

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

Closing Date: 9am 11th September 2026, Interviews will take place on 18th September

*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

### ONE TO ONE TEACHING ASSISTANT

**Reporting to:**

Head of Prep School

**Main Purpose:**

To work with individual children having special or particular needs, in accordance with the child's Education Health and Care Plan.

**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 Designated Safeguarding Lead or to the Head.

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The role has arisen due to an increase in funding from the East Riding LEA to provide support for a Year 6 pupil with specific educational needs. The role is for 12 hours per week, working in the mornings (specific details can be provided on request).

The Prep School is a friendly and supportive environment in which to work. The pupil is a delightful member of the Prep Family and one who we believe could make excellent progress if given the right support from the right person.

This would be a wonderful opportunity to support a pupil to thrive and achieve with their Speech and Language, Social and Emotional, Physical and Sensory and Cognitive targets set in their EHCP.

### Key Responsibilities, Tasks & Duties

#### School Related

Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

Assist with the planning and preparation of activities for specific pupils.

Support within the classroom on a 1-1 where needed, ensuring they promote the child's independence and collaborative working with pupils.

Participate in the preparation of the classroom to benefit specific pupils.

Monitor the child's needs according to their EHCP targets and reporting these to a designated person.

Keep records as required by the School.

Have familiarity with all relevant Education Health & Care Plans specific to the child.

Contribute to the effective organisation and use of resources.

#### Child Related

Promote development and learning (physical, emotional, educational and social).

Deliver a Speech and Language programme to support the pupil's needs.

Work to build relationships with all pupils to foster social and emotional growth in the 1-1 pupil.

Foster growth, self-esteem and independence, observe and record development.

Support access to the curriculum through differentiated work and guidance.

Carry out reasonable daily personal care/hygiene duties and administer basic first aid.



## Contacts & Relationships

The post holder will work closely with the Prep School Assistant Head (progress) and the class teacher.

The post holder will have direct contact with children and their parents/carers and other employees within the Foundation, attending meetings, where appropriate.

The post holder will liaise with other professionals under the supervision/guidance of the class teacher or Assistant Head - Progress.

The post holder will liaise with parents and carers through emails and by writing in school 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?                  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Experience</b>             | Wide-ranging, in a school environment<br><br>Working with a pupil in a one-to-one situation                                                               | Experience of working with small groups unsupervised                                                                                                                                                                                                                                           | Application form and interview |
| <b>Education and Training</b> | Good standard of education including English & Maths GCSE or equivalent<br><br>Level 2 in supporting teaching and learning in schools                     |                                                                                                                                                                                                                                                                                                | Application form               |
| <b>Skills and knowledge</b>   | Good Knowledge of-curriculum<br><br>Good communication skills – verbal and written<br><br>Good organisational skills                                      | A good understanding of specific learning needs including ASD and ADHD<br><br>Understanding of EBSA and how to support both child and family<br><br>Basic understanding/experience of supporting pupils with SALT needs<br><br>Experience of supporting pupils with their social interactions. | Application form and interview |
| <b>Personal attributes</b>    | Enthusiasm and humour<br><br>Caring and open personality<br><br>Patience and empathy<br><br>Ability to work as part of a team<br><br>Proactive and driven | Ability to apply the ethos of the Foundation to the work<br><br>Commitment to own professional development                                                                                                                                                                                     | Application form and interview |

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

# Recruitment Timetable

**Closing Date:** 9am 24<sup>th</sup> August 2026

**Expected Interview Date:** 3<sup>rd</sup> September 2026

**Expected Start Date:** September 2026 (subject to notice periods)

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](mailto:PopelyA@pocklingtonschool.com) 01759 322666

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

