

## Cullingworth Village Primary School

Teaching Assistant Recruitment Information Pack

Fixed term from 1 September 2026 to 21 December 2027

£8 per hour. 30 hours per week. Term time only



**PLEASE NOTE THAT THIS VACANCY MAY CLOSE EARLY IF SUITABLE APPLICATIONS ARE RECEIVED PRIOR TO THE CLOSING DATE**

Closing date: 31 July at noon.

Shortlisting and Interview dates: To be confirmed



## Welcome to TEAM CULLINGWORTH!

### Dear Prospective Applicant,

Thank you for your interest in the teaching assistant Apprenticeship at Cullingworth Village Primary which will be required for September 2026. This is an exciting opportunity for an enthusiastic learner seeking to start their career supporting children in school. This is a fabulous school with high expectations, so we are looking for outstanding applicants. ECTs are welcome to apply. The successful applicant will be based in a lower Key Stage 2 class. The ideal candidate will take pride in their work, be highly motivated and work well as part of a team. We are looking for someone with high expectations and a commitment to achieving successful outcomes for **all** children.

Set in the rural, historic village of Cullingworth, the school is a **friendly community** where success is rooted in **teamwork and positive relationships**. We are incredibly proud of the contributions made to the team by our incredible children, supportive parents, committed, hard-working staff and forward-thinking governors. We believe **Team Cullingworth** is a special place to work and learn.

We were delighted with our **OFSTED report (December 2022)** which highlighted strengths in Early Years, Reading, Safeguarding, Personal Development and experiences offered beyond the curriculum.

The report stated *'Pupils live and breathe the values of inclusion, compassion, aspiration, resilience and excellence. They have a strong sense of pride in being a member of the school community. Adults and pupils are glad to be members of Team Cullingworth'*

We are a 1.5 form entry primary school and are part of the Bradford Diocesan Academies Trust (BDAT), a well-established, Multi-Academy Trust based in Bradford. Although Cullingworth Primary is not a Church of England faith school, it works to the Trust's Christian vision and values. We are fortunate to work closely with the other sixteen primaries and have good peer networks and CPD opportunities available.

Prospective applicants are welcome to visit the school by prior arrangement. Please ring 01535 273839 to make an appointment to see our school at work.

Thank you again for your interest in our school. I hope the enclosed information is helpful and encourages you to apply. Please also see our school [website](#) and the Cullingworth Village Primary School Facebook page for more information.

I very much look forward to meeting you and receiving your application.

Kind regards,  
Cathy Isaac  
Headteacher



## About BDAT

Cullingworth Village Primary 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 primary and secondary 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. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

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 **aspiration, inclusion, compassion, resilience and excellence**. 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](https://twitter.com/wearebdat) or visit [www.bdat-academies.org](http://www.bdat-academies.org)

This post offers an exciting opportunity for a talented and forward-thinking professionals to make a sustained and substantial contribution to the growth and development of the academy and the wider BDAT family.



## Teaching Assistant Apprentice Job description

**Job Title:** Apprentice Teaching Assistant

**Job Purpose:**

To work alongside experienced Teachers and Teaching Assistants to help and support learning in the classroom and beyond.

**Duties include:**

- Work under the direction and guidance of senior staff to supervise and support pupils, ensuring their safety and access to learning
- Support the teacher in managing pupil behaviour in line with established policy, reporting any difficulties
- Support pupils to understand lesson instructions and use basic ICT
- Establish productive working relationships with pupils, interacting with them according to their individual needs and acting as a positive role model
- Assist with providing additional support for children with special educational and/or medical needs, helping to ensure their safety and access to learning activities
- Promote inclusion of and highest aspirations for all pupils in the school
- Encourage pupils to interact with others and engage independently in activities
- Make observations and provide feedback to pupils and teachers in relation to pupil's achievements, progress and responses
- Be responsible for first aid (after training) in the event of accident or injury and complete documentation as required
- Support the care and welfare of pupils including intimate care where needed
- Undertake playground & lunchtime duties, engaging with pupils and supporting them at playtime and lunchtime
- Accompany teaching staff and pupils on visits, trips and other out-of-school activities.
- Help create and maintain an orderly & supportive learning environment, including preparation and maintenance of equipment/resources.
- Attend meetings and undertake training and development relevant to the post and in line with school priorities
- Carry out general administrative tasks including photocopying and laminating
- Work as part of a team, liaising with staff, pupils, parents, carers and governors
- Comply with policies and procedures in relation to child protection, health and safety, equality & diversity, security, confidentiality and data protection, reporting all concerns in a timely fashion
- Willingness to show initiative and help plan activities for the children.
- Demonstrate a flexible approach and undertake any other ad hoc tasks and professional duties which are in keeping with the purpose and level of this role.



## Job Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING:		<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent</li> <li>• Evidence of further training/development and/or willingness to participate in further training and development opportunities.</li> <li>• Relevant childcare qualification or experience</li> </ul>
PERSONAL ATTRIBUTES AND SKILLS	<ul style="list-style-type: none"> <li>• Able to establish good working relationships</li> <li>• Ability to communicate and interact effectively with children and adults</li> <li>• Excellent numeracy/literacy skills.</li> <li>• Good ICT skills.</li> <li>• Ability to use relevant equipment/resources.</li> <li>• Maintain confidentiality in matters relating to the school, its pupils, parents or carers.</li> <li>• Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</li> <li>• Ability to follow systems and policies for safety, confidentiality and excellent practice</li> <li>• Ability to work co-operatively with colleagues</li> <li>• Ability to remain professional and promote the positive ethos of the school at all times</li> <li>• Be punctual and have a good attendance record</li> </ul>	Ability to work with pupils who have emotional/behavioural/physical difficulties.
SAFEGUARDING	<ul style="list-style-type: none"> <li>• A commitment to the protection and safeguarding of children and young people.</li> </ul>	
Additional	<p>Two references which recommend without reservation.</p> <p>The post holder meets all safeguarding requirements.</p> <p>Ability to complete basic administrative tasks</p>	