



# POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack  
Higher Level Teaching Assistant  
Juen 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:** Higher Level Teaching Assistant

**Overall Purpose:** To play a key role in supporting pupils (aged 11 – 18) with Special Educational Needs and Disabilities (SEND).

**Responsible To:** SENCo

**Staff Responsible For:** N/A

**Salary:** £21,971 (working 35.4 weeks of the year) / FTE £27,802



# Job Advert

## Higher Level Teaching Assistant (HLTA) 37 hours per week, Term Time Only, Required from September 2026

We are seeking an enthusiastic and skilled Higher Level Teaching Assistant to join our dynamic and forward-thinking Learning Support department.

Situated just 12 miles to the east of York, our successful co-educational day and boarding school offers a unique working environment within a friendly market town, while remaining close to major cities and heritage coastlines. As a thriving school community, we are committed to enabling every pupil to achieve to the very best of their ability.

The successful candidate will play a key role in supporting pupils with Special Educational Needs and Disabilities (SEND). The role will include planning and delivering targeted small group interventions in literacy, numeracy and executive functioning, providing in-class support within academic lessons, and assisting the SENCo with SEND-related administration.

We are looking for someone who:

- Is an enthusiastic and reflective practitioner with experience of supporting pupils with SEND
- Can plan and deliver effective, evidence-informed interventions
- Is able to motivate and stretch pupils while promoting independence
- Has strong organisational and communication skills
- Is committed to contributing to a supportive and inclusive learning environment

The ability to work collaboratively with teaching staff and contribute to the wider life of the school is essential.

For an informal chat about this role please contact Mrs Kate Rose, SENCo on 01759 321200 or [mainoffice@pocklingtonschool.com](mailto:mainoffice@pocklingtonschool.com)

For further information please call 01759 322666 or email [recruitment@pocklingtonschool.com](mailto: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 [MyNewTerm](#)

Closing date: 9am 19th June 2026  
Interviews will take place during week commencing 22nd June

*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

### HIGHER LEVEL TEACHING ASSISTANT (HLTA)

#### Reporting To:

SENCo

The HLTA will play a key role in supporting pupils with Special Educational Needs and Disabilities (SEND). The postholder will plan and deliver targeted small group interventions in literacy, numeracy and executive functioning, provide in-class support within academic lessons, and assist the SENCo with administrative and organisational aspects of SEND provision.

The HLTA will contribute to ensuring that all pupils are able to access a broad and balanced curriculum and make strong progress academically and pastorally.

#### 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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## POCKLINGTON SCHOOL FOUNDATION

The post holder is responsible for:

### 1. Intervention Planning and Delivery

- Plan, prepare and deliver structured, evidence-informed interventions for small groups of pupils in:
  - Literacy (e.g. reading fluency, comprehension, writing skills)
  - Numeracy (e.g. number sense, basic operations, problem-solving)
  - Executive functioning (e.g. organisation, memory strategies, independent learning skills)
- Adapt intervention materials to meet individual pupil needs and learning profiles.
- Monitor, assess and record pupil progress, using appropriate assessment tools.
- Provide regular feedback to the SENCo and teaching staff on pupil outcomes.
- Contribute to the review cycle for pupils with SEND, including pupil support plans and EHCP reviews.

### 2. In-Class Support

- Support pupils with SEND within academic classroom settings across a range of subjects.
- Work with individuals and small groups to reinforce teacher input, clarify instructions and scaffold learning.
- Promote pupil independence and resilience, gradually reducing support where appropriate.
- Assist in the differentiation of classwork in collaboration with subject teachers.
- Support behaviour management and engagement in line with school policies.

### 3. SEND Administration and Support

- Assist the SENCo with administrative tasks related to SEND provision, which may include:
  - Maintaining accurate SEND records and support plans
  - Supporting the preparation of documentation for reviews and external agencies
  - Updating pupil profiles and tracking systems
  - Gathering evidence for access arrangement applications
- Liaise with teaching staff regarding pupil needs, strategies and progress.
- Contribute to the organisation of SEND interventions and timetabling.

### 4. Collaboration and Communication

- Work collaboratively with the SENCo, teachers, pastoral staff and external professionals.
- Communicate effectively with staff, pupils and, where appropriate, parents regarding progress and support strategies.
- Participate in relevant meetings, training and professional development.

## 5. Safeguarding and Compliance

- Promote and safeguard the welfare of pupils in accordance with the school's safeguarding and child protection policies.
- Adhere to all school policies, including those relating to equality, inclusion, health and safety, and confidentiality

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

### Person specification – Higher Level Teaching Assistant

	Essential criteria	Desirable criteria	How measured
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience supporting pupils with SEND in a secondary setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering bespoke interventions in literacy/numeracy</li> <li>• Experience of communicating with parents or external professionals</li> </ul>	Application / Interview / observation / References
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths (or equivalent) at Grade C or above</li> <li>• HLTA qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications or experience in education or SEND</li> </ul>	Application / Certificates of qualification
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strong understanding of SEND (e.g. dyslexia, ADHD, ASD)</li> <li>• Understanding of literacy and numeracy development</li> <li>• Awareness of strategies to support executive functioning</li> <li>• Ability to plan, deliver and evaluate small group interventions</li> <li>• Ability to support learning effectively in academic classrooms</li> <li>• Ability to adapt resources and scaffold learning</li> <li>• Good organisational skills</li> <li>• Ability to maintain accurate records and contribute to SEND administration</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND Code of Practice (2015)</li> <li>• Familiarity with intervention programmes and assessment tools</li> <li>• Experience using MIS systems</li> </ul>	Application / Interview
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Strong communication skills with pupils and staff</li> <li>• Ability to build positive, trusting relationships</li> <li>• Ability to give constructive feedback</li> <li>• Patient, flexible and resilient</li> <li>• Commitment to inclusion and high expectations for all pupils</li> <li>• Ability to work both independently and as part of a team</li> <li>• Commitment to safeguarding and promoting pupil welfare</li> <li>• Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to wider school life</li> </ul>	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 Friday 19<sup>th</sup> June

**Expected Interview Date:** During week commencing 22<sup>nd</sup> June

**Expected Start Date:** 7<sup>th</sup> 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](mailto:PopelyA@pocklingtonschool.com) 01759 322666

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

