



Applicant pack for the post of Teaching Assistant, including 1:1 SEND TA duties

Salary

Grade 4, level 1-4

£24,335 - £25,503

Pro Rata - Term time Only

Working Pattern:

Monday - Friday

08:45 - 15:25

(30-minute lunch break)

Hours:

31 hours and 10 minutes per week

Contract Type:

Temporary

*Contract runs alongside the length of time a named child remains at the school.
Should the child leave, there may be other role opportunities available.*

WANTED:
Teaching Assistant with the patience of a saint and the reflexes of a ninja!

This could be the beginning of an amazing opportunity for you; Ralph Butterfield Primary School is a very special place to work - a place where little humans with big personalities grow into future legends.

Do you believe that the tiniest breakthrough for a child with special educational needs is not tiny at all, but a thunderous round of applause moment?

If your superpower is adaptability, and you thrive in challenging situations (e.g supporting children to regulate their emotions and negotiating peace treaties over pencils!), then we need you.

At Ralph Butterfield Primary School, we believe every child deserves the right environment for them in which to learn, flourish and become resilient, kind future leaders.

And we know that doesn't just happen - it happens because of people like you!

Can you....

- support children, including those with complex needs, with kindness, a calm demeanour and creativity?
- nurture, inspire, challenge and motivate children to reach for the stars and achieve highly?
- use a variety of teaching and learning strategies (and be happy to learn more)?
- take direction well, from our amazing class teachers and SLT (who are genuinely fab humans)?
- be confident flying solo and work as part of a dream team?
- think on your feet, stay positive, and problem-solve like a pro?
- be the kind of colleague who notices when someone needs a brew or a boost?
- utilise good communication and organisational skills?
- work effectively in partnership with staff, parents/carers and the community?
- support our school ethos and engage positively with wider aspects of school life?

In return, we offer:

- A friendly and supportive environment, in which you would be offered every opportunity to develop your skills
- A Senior Leadership Team who really will support you, including a non-class based SEND leader
- Training, guidance, and encouragement so you can be the absolute best at what you do
- A community that recognises and celebrates the tiniest of steps as the biggest of wins
- The chance to make a real difference, not just to a day, but to a life

If you're still reading this and smiling, you're probably our kind of human.

Within this pack you will find

- A letter from our Headteacher
- Information about the post
- Job Description
- Person specification
- Application Information



Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Mrs E Clark BA (Hons) QTS

Teaching Assistant Post

Dear Applicant,

Thank you so much for your interest in joining us here at Ralph Butterfield Primary School! We're thrilled that you're considering applying for a Teaching Assistant post here, which does include some 1:1 SEND support for children with complex needs. This post kicks off on Monday, 1st September 2025 - and we can't wait to welcome someone new to the team!

Now, let me tell you a little about what makes our school such a special place. We're incredibly lucky to have a staff team that's not only hardworking and dedicated, but also genuinely passionate about what they do. We all get along brilliantly, and there's a real spirit of support and camaraderie here. Releasing the magic from every member of our school community really matters to us.

At the heart of it all are our wonderful children. Their wellbeing comes first in everything we do. We go above and beyond to make sure each child feels cared for, respected, and truly seen. Every team member builds strong, positive relationships with our children and works hard to meet their individual needs with kindness and care.

We are very proud of the inclusive and respectful culture we nurture here - where differences are celebrated, mutual respect is key, and everyone is encouraged to grow into kind, thoughtful individuals.

Our approach to behaviour is rooted in restorative practices and the pivotal approach, ensuring a positive, fair, and consistent environment.

Safeguarding is paramount and taken extremely seriously. We're committed to making sure every child feels safe, supported, and happy.

If you decide to apply (and we hope you do!), and you are successful, you'll be joining us at an exciting time. We're building on past successes, embracing new opportunities for growth, and we'd love for you to be a part of it all. We're confident you'll enjoy being a member of our fantastic team.

I'm looking forward to receiving your application!

Warm wishes,

A handwritten signature in dark ink that reads "E Clark". The signature is written in a cursive, slightly informal style.

Mrs E Clark
(Lizzie Clark)
Headteacher

Information about the post

We have a wonderful opportunity for a positive and caring Teaching Assistant to join our warm and supportive staff team. The successful candidate will be supporting teaching and learning with individuals and/or small groups, as directed, and they will also be providing some 1:1 support for children with special educational needs - the latter may include some aspects of intimate care.

The successful candidate will work with our existing amazing team of teachers and teaching assistants to ensure that children are accessing the curriculum and making positive progress with their emotional development and academic learning.

Please refer to the job description on the next page for more detail.

Ralph Butterfield Primary School
Job Description: Teaching Assistant Post including some 1:1 SEND Support

Employment Details

Job title:	Teaching Assistant including 1:1 SEND Support
Department:	Primary
Reports to (job title):	The Headteacher and the Special Educational Needs Coordinator (SENCO)
Type of position:	Temporary. Term time only
Hours of work:	Monday to Friday, 08:45 – 15:25 (daily 30 minute lunch break)
Level and scale point:	TA2 Grade 4, Scale Point 1 to 4
Main Purpose: To assist in promoting the learning and personal development of pupils, to enable them to make best use of the educational opportunities available to them.	

Main Duties/Responsibilities

1.	<p>To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:</p> <ul style="list-style-type: none"> ▪ Clarifying and explaining instructions ▪ Motivating and encouraging pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs and level of development ▪ Monitoring pupils' responses to learning activities and, where appropriate, modifying or adapting the activities as agreed with the teacher to achieve the intended learning outcomes ▪ Consistently and effectively implementing agreed school strategies to support emotional regulation ▪ Helping to make appropriate resources to support pupils
2.	To establish supportive relationships with pupils.
3.	To liaise with class teacher, SENCO and other professionals about group and individual support plans, contributing to the planning, delivery and review of pupils' progress as appropriate.
4.	To promote acceptance and inclusion for all, encouraging pupils to interact with each other in an appropriate and acceptable manner.
5.	To give positive encouragement, feedback and praise to reinforce and sustain pupils' efforts and support them in developing independence and self-esteem.
6.	To support pupils in developing social skills both in and out of the classroom.

7.	To provide additional pastoral/nurture support to individuals when requested by the class teacher or SENCO.
8.	To support the use of ICT in learning activities and with specific programmes to support learning.
9.	To accompany teachers and pupils on educational visits
10.	To provide regular feedback on pupils' learning to the teacher/SENCO, including feedback on the effectiveness of any strategies or approaches used.
11.	To value and develop relationships with parents to foster links between home and school, and to keep the school informed of relevant information.
12.	To be aware of confidential issues linked to home/pupil/teacher/school.
13.	To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
14.	To take part in continuous professional development (CPD) opportunities offered by the school.
15.	To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, etc.
16.	To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any change.

Please see below for the person specification.

Ralph Butterfield Primary School Person Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Previous experience working with children. • Education to secondary school level at least. • Knowledge and understanding of child development and children's and families' needs. 	<ul style="list-style-type: none"> • Previous experience working in a school setting. • Relevant qualification with regard to working with children, such as NVQ 2.
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. • Understanding of the importance of parental involvement and engagement. 	<ul style="list-style-type: none"> • Ability to cope with many roles/ responsibilities.
Special skills and interests	<ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. 	<ul style="list-style-type: none"> • Any extra interests related to childcare.
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to work as part of a team. • A friendly, helpful, caring, calm and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. 	<ul style="list-style-type: none"> • Ability to relate well to other professionals.
Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Excellent punctuality. 	

*We do great days, tough days, tiny triumphs, big wins and a whole lot of heart. Come join us.
Please see below for details on how to apply.*



Application Information

An application form can be found on our website; please include detailed supporting information that shares any relevant experience and expertise and takes account of the contents of this pack.

Applications should please be sent by email to Danielle.Walker@rbp.yorkschoos.net

In your email, please use the subject heading 'TA Application Full Time'. This is important because we are also seeking to appoint a part time teaching assistant (3 days). If you wish your application to be considered for both vacancies, please put 'TA Application Full Time or Part Time' in the subject heading, putting your preference first. Mrs Walker (Admin Officer) will also be able to facilitate any questions that you may have.

The closing date for applications is **9am on Monday 2nd June** and the anticipated interview date is in the week commencing 9th June 2025. This date will be confirmed when invited to attend.

We are committed to safeguarding and promoting the welfare of children. We have a culture of vigilance.

We will require the successful applicant to undertake an enhanced criminal record check via the Disclosure and Barring Service. We will conduct an online search in relation to shortlisted candidates.

It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.