Ravensworth Church of England Primary School

General Teaching Assistant (GTA)

Part time, 11.5 hours (Monday & Tuesday)
Fixed-term Maternity Cover, TTO
Start Date: Monday 19th October 2026
Expected to continue until October 2027, subject to the return of the substantive postholder.

Midday Supervisory Assistant hours also available

Candidate Information Pack

Closing date: Sunday 13th September 2026
Interviews: TBC

Welcome to
Dales Academies Trust, North Yorkshire

Dear candidate

Thank you for taking the time to download our application pack and expressing your interest in the position of General Teaching Assistant at Ravensworth Church of England Primary School, a school within Dales Academies Trust (Dales).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within Dales.

Within the pack you will find a job description, a person specification, information about the school and the Trust, as well as details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you in the near future.

Yours sincerely,

Damian Chubb
Dales CEO

General Teaching Assistant (GTA)

Fixed-term Maternity Cover from: Monday 19th October 2026 Expected to continue until October 2027, subject to the return of the substantive postholder.

Ravensworth NOR 38

The Head Teacher and Governors of Ravensworth Church of England Primary School are seeking to appoint an experienced, enthusiastic and inspirational GTA working 1:1, with small groups and in the classroom.

Grade/Band	GTA, Grade C, Scale point 3-6
Minimum Age Requirement	N/A
Vacancy Hours	Part time position 11.5 hours per week. Term Time Only
Working hours	*Monday & Tuesday, 8.30am to 3.15pm*
Contract Type	Fixed-term maternity cover. The post will commence on 19th October and is expected to continue until October 2027. The contract will end on the return of the substantive postholder from maternity leave and may therefore end earlier or later than the anticipated date. Appropriate notice will be given.
Weekend Working	N/A
Application Closing Date	Sunday 13th September 2026
Salary Range	NJC Pay Structure
Interview Date	TBC
Venue for Interview	Ravensworth Primary School

Advert Details
Ravensworth promotes the highest standards for all of our children. The Governors are seeking to appoint an enthusiastic and outstanding individual to take on the role of GTA to take up the post from 19th October 2026 to work across KS1 and KS2 in supporting learning across the school. This is an exciting opportunity for a motivational teaching assistant to join our highly skilled and friendly staff.

The role will include:

- Working to support teaching and learning under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.
- May work in the classroom or appropriate location within the school, with access to support and guidance as required.
- Under the general direction of the teacher, participate in establishing and maintaining effective relationships with the pupils, parents/carers and with other agencies/professionals
- Provide 1:1 when required to support pupils in their social and emotional wellbeing

- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Assist in escorting and supervising the pupils on educational visits and out of school activities
- Undertake break supervision as required

We are looking for a candidate who is:

- An enthusiastic and hard-working team player
- Energetic, motivated, positive with a can-do attitude
- Committed to high-standards and expectations
- Creative, interesting and willing to take risks
- Resilient and flexible
- Personable with a good sense of humour
- Willing to support the Christian ethos of the school
- A clear understanding of the KS1 and KS2 curriculum would be an advantage

What we can offer:

- Happy and welcoming pupils, staff, governors and parents
- Pupils with good behaviour and a thirst for knowledge
- A warm, collegiate and supportive environment in which to work, learn and develop
- High quality Continuous Professional Development and Leadership development opportunities
- Opportunity to work in collaboration with other schools and be part of the Dales Academies Trust
- A chance to be part of a caring, Christian environment with exciting visions for the future

The successful candidate will become part of a team that is enthusiastically driving the schools forward and building upon their achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner. Christian values are at the heart of all that we do.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. The school is also committed to safer recruitment procedures. This post is subject to an Enhanced Disclosure and Barring Check.

If you would like to look round the school, please contact the school office on 01325 718375 from 7th September 2026.

If you would like to apply for this position, please complete the application form and submit it to admin@ravensworth.dalesmat.org

About Ravensworth Church of England Primary School
Our vision: *"Building Futures with love"*

We encourage all our children to show love for the world, each other and themselves.

Ravensworth Church of England School is a happy and unique small school providing wraparound care for children aged 4–11. We work in close collaboration with Barton and East Cowton Church of England Schools under the leadership of one Headteacher and one leadership team, while cherishing the individual identity of each school.

Our leaders work together to deliver an exceptional curriculum and enrichment opportunities. We believe every child should be encouraged to achieve the highest standards in an atmosphere where all success, great or small, is celebrated. Our vision, **"Building Futures with Love,"** is at the heart of everything we do. Staff are committed to helping every child become the very best they can be. We offer a rich and varied curriculum to challenge and inspire, and we value both academic and personal success. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

We pride ourselves on being a supportive, caring school with a strong Church of England ethos and close links to the community. Parents play an active role in school life through our Friends of the School organisation.

Ravensworth School is set in the charming Holmedale Valley, in the village of Ravensworth, North Yorkshire, just minutes from the A66, five miles north of Richmond and five miles west of Scotch Corner. Our most recent OFSTED inspection in May 2022 confirmed our **'Good'** rating.

Our children love school, grow in confidence, and leave us as flourishing citizens equipped for lifelong learning. We look forward to welcoming you into the Ravensworth family.

It is expected that interviews for the post will be held in September 2026.

Please alert referees that we may request references at short notice.

The following headings may be helpful in completing your letter of application.

- Qualifications for the post.
- Experience and how this may apply to the post.
- Personal strengths, abilities and skills in support of your application.

Details of the interview arrangements will be sent out to those on the shortlist. Thank you in advance for completing your application.

Yours sincerely

Mrs Kirstie Petch

Headteacher

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Terms and Conditions

The employer for this post is the Dales Academies Trust. The post is based at Ravensworth CofE Primary School
An Enhanced DBS is required for this post.
Closing date: **Sunday 13th September 2026**
Interview date: **TBC**

If you would like to apply for this position, please complete the application form and submit it to admin@ravensworth.dalesmat.org

If you would like to look round the school, please contact the school office on 01325 718375 from 7th September 2026.

If you would value an informal discussion about the post, please contact Kirstie Petch, Headteacher at Ravensworth CofE Primary School on 01325 718375 from 7th September 2026

About Dales Academies Trust

'Together for Excellence'

Dales Academies Trust (Dales) was established in 2017 as a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Church of England dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith, or no faith. The ethos is derived from, and informed by, the Church of England's commitment to education and schooling over more than 200 years.

Dales welcomed its first community school into the Trust in 2020 when Carnagill Community Primary School became the fourteenth setting to join our family of schools.

To date Dales consists of the following schools:

School	Date of joining the Trust
All Saints CE Academy (Secondary)	September 2017
Eppleby Forcett CofE Primary School	November 2017
Middleton Tyas CofE Primary School	November 2017
Trinity Academy Richmond	November 2017
East Cowton CofE Primary School	November 2017
Barton CofE Primary School	December 2017
Ravensworth CofE Primary School	December 2017
South Otterington CofE Primary School	January 2018
Croft CofE Primary School	January 2018
Ainderby Steeple CofE Primary School	January 2019
Thornaby CofE Primary School	July 2019
St Francis CofE Primary School	August 2019
Carnagill Community Primary School	April 2020
Great Smeaton Primary School	April 2024
Oakbridge CofE Primary School	September 2024

Oakbridge CofE Primary School is the Trust's first Free School, with Dales being named as the sponsor after a competitive process in April 2021; it opened with a cohort of Reception children in September 2024.

Everything we do is informed by our Vision that 'Working together for excellence", and rooted in quality, collaboration and care, we deliver exceptional learning experiences through inspirational teaching and nurturing a love of life-long learning. We dare greatly, travel hopefully and enable each other to flourish'.

In practice, for example, we have established a range of networks within the Trust including the Primary Headteacher Partnership, which has at its heart, a focus on self- supporting school improvement, as well as subject partnerships, Early Years, SEND and a Chair of Governor's Forum. In addition to this all schools continue to play an active role in partnerships beyond the Trust with settings being part of their local networks, senior MAT leaders linking with Teaching School Hubs and the CEO sitting on the Hambleton & Richmond Locality Board. We are committed to working in partnership to ensure the best possible outcomes for all pupils in Trust schools.

The Trust 5-Year Strategic Plan was published in January 2021; it focuses on three key areas, namely:

1. Ensure the best possible outcomes for all pupils	2. Recruit and retain the best staff	3. Grow appropriately, becoming a sustainable, viable organisation
through timely, intelligence led, research informed school improvement activities utilising high quality support and effective collaboration within a supportive accountability framework.	through establishing Dales as an employer of choice, committed to the ongoing development of its staff through rigorous, personalised, evidence based CPD and effective talent management at all levels of the organisation.	through optimisation of financial efficiencies, infrastructure and processes, to ensure fitness for purpose, and further informed by relationships with networks and organisations beyond the Trust.

All Trust Headteachers are actively involved in the delivery of the strategy and have within their Performance Management, a Trust objective, focused in the first instance on an area of particular interest to them that will benefit all.

Our successes to date have been due to the focused teamwork of leaders and staff in all schools operating within an organisation that has worked hard to establish its accountability framework as a driver for excellence.

Dales is at an exciting stage in its development with the establishment of even closer working between the practitioners in its schools and ongoing conversations with a number of schools interested in joining. We are very keen to maintain this momentum and are actively looking for creative and driven team players who will work with us on delivering the next phase of our growth.

Further details about the Trust can be obtained by visiting our website www.dalesmat.org and the Safeguarding & Child Protection Policy can be viewed via this link.

Dales Academies Trust
Together for Excellence

Ravensworth CofE Primary School

JOB DESCRIPTION

Post title:	General Teaching Assistant (GTA)
Grade:	C 3-6
Responsible to:	Head Teacher
Staff managed:	None
Date of issue:	September 2025

Context Statement

- Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout their employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
- The Trust is committed to supporting the needs of all children so that they can fulfil their full potential. This includes supporting children with their Social, Emotional and Mental Health (SEMH) needs and wellbeing. We expect all staff and volunteers to share this commitment.
- The Trust supports access to the curriculum for all children as part of its commitment to inclusive education.
- The Trust is inclusive to all children and will support their individual needs. In line with the Trust's commitment to ensure access to education for all children, the Trust may require staff to support children/s medical needs (loco parentis) in line with a healthcare plan. Where required, additional training will be provided as appropriate, and an additional allowance may be an entitlement whilst undertaking such duties.
- All Trust employees are responsible for contributing to a learning environment that is innovative, engaging, happy and fulfilling for all pupils, and for ensuring all pupils' safety and welfare.

Job Purpose:	**To work with teachers and other school employees to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.** **To provide support to pupils including promoting pupils' independence, self-esteem, and social inclusion**
Operational management:	• Support pre planned learning and SEMH activities as directed by the teacher • Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation, progress and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning • Support pupils with special educational needs through assisting with the delivery of specific learning programmes in line with the individual education plan (IEP) targets and to IEP reviews, for example through

	working one to one or with a small group on phonics catch-up activities. • Support the facilitation of pupils' access to educational provision as indicated by their Education, Health and Care Plan, where appropriately delegated. • Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies in accordance with whole school policy • Support pupils in their social and emotional wellbeing, in implementing related programmes, including those with additional SEND and wellbeing needs, physical needs and medical needs with training, encouraging and modelling positive behaviour in line with school policy. • Work alongside teachers in in escorting and supervising pupils on educational visits and out of school activities. • Undertake allocated supervision during breaktimes as required • Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role, for example through feeding back to the class teacher about progress that the pupil has made during a learning activity. • Prepare for lessons appropriately including reading of materials shared prior.
Communications:	• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals and colleagues • Be clear about the level of instruction, procedures and guidance that this role works within • Communicate effectively with all pupils, families, carers and other agencies / professionals • Share information confidentially about pupils with teachers and other professional as required • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings
Safeguarding:	• Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare and wellbeing of pupils in line with policy and legislation, raising concerns as appropriate
Administration/ Other	• Participate in appraisal, training and other performance management activities • Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations.

Person Specification:	
Essential	**Desirable**
Knowledge and Experience • An awareness of child/young person's development and learning • An understanding that children/Young people have differing needs • Experience appropriate to working with children in a learning environment • Good understanding of child development and learning processes – this may be achieved through induction and during probation period • Understanding of guidance and requirements around safeguarding children and young people – if this criterion is not met on appointment, this may be achieved through induction and during probation period • An understanding of Behaviour management techniques – if this criterion is not met on appointment, this may be achieved through the induction and probationary period and may include the provision of appropriate training.	• Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice
Occupational Skills • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and numeracy Skills • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality & diversity • Demonstrable ICT skills and the ability to use ICT as part of the learning process • Ability to understand of roles and responsibilities within the classroom and whole school context, and to work effectively as part of a whole school team	• Creativity
Professional Qualifications • Relevant NVQ Level 2 qualification or equivalent i.e. English and maths skills at level 2	• Relevant NVQ level 3 • Appropriate first aid training (Dependent on the school's needs - insert as appropriate)
Other Requirements • Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people	