Pathfinder
Multi Academy Trust

Providing an excellent education from age 2 to 19

School Assistant

Archbishop Holgate's School, York

Required from: November 2026

Closing date: Monday 9 November 2026, 8.00am

Interviews: wc 9 November 2026

Archbishop Holgate's School
A Church of England Academy Founded 1546

At Archbishop Holgate's School, we are committed to ensuring that every student - regardless of background or circumstance - can thrive within a culture of high expectations, care, and achievement.

We are looking for a School Assistant to support students at Archbishop Holgate's School in a range of learning settings by fostering a positive working environment, so that students are engaged, on task and able to access the curriculum as fully as possible.

We believe that Archbishop Holgate's is 'no ordinary school' and is an excellent place to work, a view confirmed by excellent Ofsted and SIAMS inspections over the past two decades.

Our staff are friendly and supportive and our students are polite, hardworking and keen to succeed. As such, this post represents an exciting opportunity to join a very successful, high-achieving, forward looking and fully-subscribed Church of England comprehensive school.

Successful candidates will be fully supported to develop in the role, benefiting from bespoke CPD opportunities both at Archbishop's and as part of the Pathfinder Teaching School Hub. In addition, colleagues will benefit from being part of the Pathfinder Multi Academy Trust Career Pathway Programme, and through working with colleagues across other Trust schools, develop skills and share innovative teaching and learning practices.

Salary

Grade 4
(currently £19,544 pa, this is the pro rata salary)
Permanent, Part Time (32.5 hpw), Term Time Only

Reports to

SENDCo

How to apply

Completed application forms should be posted or emailed to jsissons@ahs.pmat.academy.

Archbishop Holgate's School
Hull Road, York
YO10 5ZA
T: 01904 411341
W: www.archbishopholgates.academy

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Come and see us

If you would like an informal discussion about the role or to arrange a visit to see the school, please contact Jacqui Sissons, Headteacher's PA, on **01904 411341** to make an appointment.

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About our School

Archbishop Holgate's School

A Church of England Academy Founded 1546

"I have come that they may have live, and have it to the full."

- John 10:10

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high-quality teaching and learning, and an inspiring curriculum, which are complemented by sporting and musical achievements and a wide, varied programme of extra -curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

*Christian **values** that underpin all we do*

*Outstanding pastoral **care** that sees each student as an individual*

*Maximum **achievement** for all students, at all levels*

Archbishop Holgate's celebrated some of its strongest GCSE and post-16 results in 2025 ranking it as the highest performing comprehensive school in North Yorkshire.

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About our School

Values, Care, Achievement

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop Holgate's they do so as well-rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and benefit the communities they belong to.

In 2026, the school was delighted to have achieved excellent SIAMS and Ofsted outcomes, building on its previous outstanding judgements over the last two decades.

At Key Stage 5, the Sixth Form has consistently performed in the top 5% of all Post 16 providers. The school also consistently performs significantly above the national averages for all groups of students at Key Stage 4. Over the past five years, the Progress 8 score has averaged almost +0.5 and over the same period disadvantaged students have, on average, performed as well as all students nationally.

Archbishop Holgate's regularly features within the top ten state schools in the north in the annual Sunday Times Parent Power Schools Guide.

"The Christian vision drives leaders' actions creating an aspirational and deeply inclusive culture. Through this, students and adults are known, loved and cherished as the unique individual they are. Consequently, they flourish."

SIAMS 2026

"The school values of 'justice, compassion, forgiveness and trust' are lived out by staff and pupils on a daily basis. Pupils and students achieve extremely well at the school. They are fully prepared for their next steps, both post-16 and post-18."

Ofsted 2026

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Job Description

Main Purpose of Job

To support students at Archbishop Holgate's School in a range of learning settings by fostering a positive working environment, so that students are engaged, on task and able to access the curriculum as fully as possible.

Core Responsibilities, Tasks and Duties

- Under the leadership of the class teacher and within guidelines drawn up by the School's Inclusion Centre, to work with students in small groups and individually within both the Inclusion Centre and their normal classes.
- Under the leadership of the class teacher to assist with specific classroom activities.
- Provide student mentoring which may be on-site or supporting students engaged in off-site work based learning.
- Supervise students on site during the lunchtime break (we do not employ separate MSAs). To include supervising students as they come in to, and queue for, lunch; in the dining area whilst students eat and then general supervision of a specific part of the school site or of specific named pupils.
- Provision of administrative support including the organisation, preparation and storage of learning materials. Inputting of student assessment data, collation of student and other aspects of administrative support for a particular subject area or school-wide function.
- Follow the school's policies and procedures, in particular: All Safeguarding, health and safety policies, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
- Participate as required in the school's performance management and supervision systems and take part in appropriate training and development activities.
- Contributes to the overall ethos, work and aims of the school.

Supervision/Management of People

None.

Creativity and Innovation

- Monitors and is responsive to students' learning and behaviour and supports accordingly to maximise access to learning and the curriculum.
- Monitors and is responsive to students' personal needs and adapts accordingly.
- Communicates effectively with teachers, other professionals and parents whenever the need arises.

Contacts and Relationships

Internal

- Enables students' access to the planned curriculum and meets personal and social needs - daily. Takes part in school, departmental or whole team meetings as required.

External

- Provides information about student's progress, strategies and issues with any external agencies involved as required.

Decisions – Discretion and consequences

- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises when it is necessary to make adjustments to planned activities in order to enable the student to access the curriculum fully and make progress.
- Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.

Resources

May have responsibility for the preparation and storage of subject specific learning materials.

Work Environment

Work demands

- Work may be subject to frequent change and interruption.

Physical demands

- Involves some sitting with students in classroom and Inclusion Centre environments but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running e.g. PE lessons.

Working conditions

- Majority of work takes place in classrooms and the Inclusion Centre
- Staff will be involved in outside activities e.g. supervision of students at lunch time, sports field activities, off-site educational activities in all weather conditions as required.

Work context

- Risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

Knowledge and Skills

- Experience of relating well to young people
- An understanding of safeguarding requirements in a school setting
- Willingness and ability to support the school in providing a secure, ordered environment based on courtesy and mutual respect
- Ability to command the respect of students through personal warmth combined with firmness
- Excellent communication and interpersonal skills
- Good literacy and numeracy skills – preferably GCSE in Maths & English to Grade C level or equivalent
- Ability to work with colleagues as a team; displaying the qualities of flexibility, enthusiasm, tact and a positive "can-do" attitude to work.
- ICT capability – to assist with preparation of resources and the input of pupil data
- Understanding of data protection and confidentiality requirements of working with sensitive and personal information.
- Must be committed to furthering the school's strategic aims, values, policies and procedures including such areas as:
- Valuing the unique strengths of each student as an individual
- Traditional values including punctuality and smart personal appearance
- Maximising the development and achievement of all of the students in our care
- Positive relationships based on firmness and fairness
- Personal commitment to own continuing professional development

Position of Job in Organisation Structure

This post is part of the team of School Assistants that is lead and co-ordinated by the school's SENDCo.

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About our Trust

Providing an excellent education from age 2 to 19

Setting the course

Leading the way

Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools

- Acomb Primary School
- Applefields School York
- Archbishop Holgate's School – A Church of England Academy Founded 1546
- Badger Hill Primary School
- Barlow CE Primary School – Part of the White Rose Federation - One family, branching out together
- Burton Salmon CP School – Part of the White Rose Federation - One family, branching out together
- Chapel Haddlesey CE School – Part of the White Rose Federation - One family, branching out together
- Clifton with Rawcliffe
- Hempland Primary School
- Hensall Community Primary School – Part of the White Rose Federation - One family, branching out together
- Heworth Church of England Primary School
- Huntington Primary Academy
- Malton School – A Specialist Science School
- New Earswick Primary School
- Poppleton Road Primary School
- Rufforth Primary School – Inspire · Care · Grow
- St Barnabas Church of England Primary School
- St Lawrence's Church of England Primary School
- Tang Hall Primary School
- Welburn Community Primary School

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Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.

Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.

PATHFINDER LEADERSHIP ACADEMY

Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.

Pathfinder Teaching School Hub

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.

Pathfinder Education Partnership

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.

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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme
We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme
We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.

CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.

TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.

Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.

Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:

- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.