



Teaching Assistant Level 1

Haughton Academy
Application Pack

Teaching Assistant Level 1

1st October 2025 (or earlier)

Temporary – 1 year FTC

37 hours per week, term time only, plus 1
week

Band 4, SCP 6

FTE £25,183, Actual salary £22,664



Haughton
Academy





Introduction

Dear applicant,

Thank you for expressing an interest in the Teaching Assistant, Level 1 post at Haughton Academy. On behalf of the whole community, I extend a warm welcome.

I have been SENDCO for 7 years. I am extremely proud of this achievement and feel privileged to lead SEND in Haughton Academy. Appointing the right person is crucial to our school. Our community context is both challenging and rewarding. We currently have 31% of pupils deemed SEND. 36 pupils have an Educational Health Care Plan. We are seeking to appoint a Teaching Assistant who has the drive and energy to ensure that inclusion, eradicating barriers to learning and mutually respectful relationships are at the heart of everything they do.

In March 2020, the pandemic brought to the forefront the difficulties our local community, families and young children face on a daily basis. On average 46% of our pupils are deemed to be disadvantaged year upon year; the pandemic amplified the barriers our pupils faced – little food, limited devices on which to learn and the basic support and aspirations needed to sustain the value of education.

As a staff body we have worked extremely hard to get back to 'normal' and provide our pupils with the routine and care they need. It is important to us that our pupils have the confidence to be independent and successful learners. This is underpinned by high aspirations and a clear understanding that the academy's core purpose is learning. Staff and pupils share the same core values, commit to developing mutually respectful relationships and have a co-operative desire to achieve and believe in Haughton Academy. The affirmation by Ofsted that we are a 'good' school has been achieved through our strong PROUD core values and clear vision for improvement. Our aim is to continue our journey and become a school that is recognised both locally and nationally as an outstanding school. I look forward to working closely with the successful applicant in the future.

If you would like to arrange a confidential conversation or visit to our school, please contact Tina Barnett, PA to the Principal, using tbarnett@educationvillage.org.uk.

Yours faithfully,

Dawn Ablewhite
(SENDCO)

Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application:

1. Complete the Education Village Trust application form.
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the Post and Person Specification section.
3. Send your completed application form by email to the peopleteam@educationvillage.org.uk

Deadline:

The deadline for the post is, **Monday 18th August 12:00 noon.**

Shortlisting will take place **Wednesday 20th August 2025.**

Interviews are expected to be held **week beginning 1st September 2025.**

Shortlisting:

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

Salary:

The post will be paid on the Trust Support Pay Scale Band 4, Point 6 (FTE £25,183)

Actual salary is term time only, plus 5 training days which equates to £22,664.

Start Date:

1st October 2025 or earlier.

For an Application Pack:

1. Contact the Human resources team via email at peopleteam@educationvillage.org.uk
2. Visit www.haughtonacademy.org.uk

Haughton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Post and Person Specification

POST TITLE: TEACHING ASSISTANT, LEVEL 1

GRADE: Band 4 (Scale point 6). Term Time only plus 5 training days, 37 hours per week

REPORTING RELATIONSHIP: SENDCO/SEND MANAGER

JOB PURPOSE: To work under the direct instruction of SEND Manager /teaching staff, usually in the classroom with the teacher, to provide additional support for individual and groups of pupils and provide general support to the teacher in the management of pupils and the classroom. Duties will include assisting the teacher in the delivery of the curriculum to pupils working below age related expectations.

Main Duties and Responsibilities:

MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post:-

Support the Pupil by

- Attending to the pupils' individual needs, and implement related personal programmes, including social, health, physical and academic support.
- Delivering pre-determined educational activities and programmes of learning whilst promoting independent learning.
- Working to establish a supportive relationship with the pupils and parents, acting as a role model and being aware of and responding appropriately to individual needs.
- Encouraging acceptance and inclusion of children with special educational needs within the school and wider community.
- Supporting pupils in respect of learning strategies e.g. literacy and numeracy adjusting activities according to pupil responses/needs, as directed by the teacher.
- Promoting independence and employ strategies to recognise and reward achievement through the schools' rewards systems and policy.
- Supporting pupils in using basic ICT as directed.
- Preparing and maintain equipment/resources as directed by the teacher and assist pupils in their use.
-

Support the teacher and SEN team by

- Preparing classrooms and work areas for lessons / activities as directed by the class teacher.
- Monitoring the needs and behaviours of individual pupil and reporting these to their designated person as appropriate.
- Contributing to records of the pupil's development as are required by the academy.
- Providing general administrative / clerical support to the SEN support team.
- Undertaking pupil record keeping as requested, including termly communication with parents and pupils.
- Use Provision Maps to regularly update pupil passports.
- Being aware of pupil problems/progress/achievements and report to the teacher or SEN team as agreed.
- Implement interventions as directed by the SEND Manager.

Support the Academy by

- Being aware of the Trusts policies and procedures.
- Being aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the Trust.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
- Carrying out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
- Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO AN ENHANCED CRIMINAL RECORDS BUREAU DISCLOSURE AND DISQUALIFICATION DECLARATION (IF APPLICABLE).

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Date: July 2025



Person Specification

Categories	Essential Criteria	Desirable Criteria	Application Form/letter	Interview	Interview Task	References
Qualifications (1 or more of the qualifications below)						
5 x 9 - 4 (A – C) GCSEs or equivalent including English and maths.	✓		✓			
Evidence of further or higher qualifications in numeracy / maths, literacy/English and/or science.		✓	✓			
Child Care Qualification – CACHE Level 1 Foundation Award for Caring for Children, NVQ Level 2 for Teaching Assistants or equivalent		✓	✓			
Skills & Experience						
Experience of supporting pupils working below age related expectations and other additional needs.	✓		✓	✓		
Experience of working with children with SEND/Behaviour/Social Emotional/Mental Health issues		✓	✓	✓		
Experience and passion for working with children aged 11-16		✓				
Very good practitioner of 'in classroom support'		✓	✓	✓		
Ability to devise new resources to support learning of a variety of needs		✓		✓		
Competence in the use of ICT	✓		✓	✓		
Ability to contribute positively to teams, share ideas & develop resources cooperatively		✓	✓	✓		

Effective inter-personal & communication skills with the ability to motivate and encourage	✓		✓	✓		
Commitment to valuing the individual and boosting their self-belief and worth – an unconditional positive regard for young people	✓		✓	✓		
Commitment to high standards & expectations – no accepting of second best in pupils and staff	✓		✓	✓	✓	
Commitment to professional learning & institutional improvement	✓		✓	✓		
Ability to offer enrichment & contribute to wider school life	✓		✓	✓		
Commitment to professionalism, sharing, teamwork & collaboration	✓		✓	✓		
Personal Characteristics						
An unwavering commitment to the Haughton Academy's vision, ethos and PROUD values	✓		✓	✓		
Willing to be accountable and to take personal responsibility for own actions	✓		✓	✓		
Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	✓		✓	✓		
An ability to relate well to young people	✓		✓	✓		
Ability to promote fairness and a positive role model to pupils	✓		✓	✓		



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