

Dr Thomlinson C of E Middle School

Teaching Assistant Level 2

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Dr Thomlinson C of E Middle School

Welcome to Dr Thomlinson C of E Middle School. We are proud of being a Church school at the heart of the local community – a place where everyone is safe, respected and encouraged to develop resilience and self-belief.

Our aim is to build upon our successes whilst valuing our heritage, to ensure that our students are well prepared to succeed in the twenty first century.

Dr Thomlinson Church of England Middle School is situated in the beautiful rural setting of Rothbury on the edge of Northumberland National Park and provides for 232 children from Years 5-8.

Our school's mission is to provide a broad, balanced and relevant education which caters for the whole child in a secure and caring Christian environment.

As individuals and as a community it is our aim to do our best and we are very proud of the high achievement of our pupils. In July 2022 Ofsted judged the school as continuing to be Good.

Our strong ethos strives to ensure each child achieves their very best; academically – through a knowledge rich, focused and sequenced curriculum (that has the scope and ambition of the national curriculum); culturally – through both the work in our classrooms and an extensive programme of extracurricular activities and visits; spiritually – through an ethos of interdependence that flows through the life of both our school and wider community.

The broad content of our curriculum is enriched by covering a wide range of subjects, talents and future careers. We realise that in order for our children to be leaders in tomorrow's world they will need to demonstrate positivity, teamwork and a belief that everyone can improve through dedication and hard work.

Success, progress and celebration are very much at the heart of what we do; we look forward to sharing this ever-evolving learning journey with you.

Liam Murtagh
Headteacher



Job Advert

Dr Thomlinson C of E Middle School
Part of the Cheviot Learning Trust
Headteacher: Liam Murtagh

Job Title: Teaching Assistant Level 2
Closing date: 12 noon on Monday 17th August 2026
Hours: 30 hours per week (15 - 30 variable)
Start date: 1 September 2026 - negotiable

We have an exciting opportunity to appoint an enthusiastic qualified TA to provide support in class for our SEND students.

We firmly believe we offer a fantastic school to work in, with wonderful pupils, brilliant colleagues and a strong and supportive senior team.

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking team of individuals with a common vision and set of goals.
- Delightful children who are eager to learn and exceptionally well behaved.
- A strong school and Trust which is outward looking and forward thinking.
- A strong commitment to your continuing professional and leadership development.
- A challenging and exciting professional opportunity in a highly successful school.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

Closing date: Monday 17th August 2026
Interviews: Thursday 20th August

01669 620287
<https://dtms.cheviotlt.co.uk/>
info@dtms.cheviotlt.co.uk

Address: Dr Thomlinson C of E Middle School,
Rothbury, Morpeth, Northumberland NE65 7RJ

Job Advert Continued

Completing an Application Form: Application forms can be downloaded from the school [website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned directly to the school by email to info@dtms.cheviotlt.co.uk.

If you require assistance or have any questions, please reach out using the contact details provided below:

01669 620287

www.dtms.cheviotlt.co.uk

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Job Description

Job title: Teaching Assistant level 2

Responsible to: Headteacher and Senior Leaders

Grade: Band 3 (points 5–6) £17438 – £17715 (FTE £25,583 – £25,989)

Job Purpose: To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Duties and key result areas:

Support for Pupils:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning.
- Develop and implement IEPs.
- Establish productive relationships with pupils, acting as a role model, setting high expectations and responding to the needs of each individual child.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
- Encourage children to play and interact with one another.
- Support pupils consistently whilst recognising and responding to their individual needs.
- To have challenging expectations that encourages children to act independently and build their self esteem.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher:

- Organise and manage appropriate learning environments and resources for learning.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, pre-determined, learning objectives.
- Provide the teacher with accurate and objective feed back on pupil progress and other matters, ensuring the availability of supporting evidence.
- Undertake the maintenance of pupils' records and accurately record achievement.
- Support the teacher in the management of pupil behaviour.
- Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
- Administer and mark tests and invigilate exams.
- Undertake the marking of pupils' work.
- Produce lesson plans, work sheets etc.

Job Description Continued

Support for Curriculum:

- Deliver learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs.
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support use of ICT in learning and develop pupils' competence and independence in its use
- Help pupils access learning activities through specialist support.
- Advise on appropriate deployment and use of specialist equipment or resources.
- Support for the School:
- Comply with all school policies and contribute to the development of policy relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection
- Work in such as to promote the ethos and vision of the school.
- Participate in training and development, and activities that contribute to the management of performance.
- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
- Attend and participate in regular meetings.
- Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children. The duties and responsibilities highlighted in this Job

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge / Qualifications	Meet the National Standards for HLTAs or equivalent qualification Excellent numeracy and literacy skills (at least an NVQ 2 Qualification) HSAW First Aid Certificate or equivalent Participated in training related to various national strategies e.g. literacy and numeracy	NNEB or STA (First/Primary Middle) or Specialist Degree (Middle/High)	(a) (r) (i) (t)
Experience	Working with children of the relevant age Basic clerical skills Planning effective actions for pupils at risk of underachieving	Supervising small groups of children Working with children with additional needs Managing other employees Counselling	(a) (i)
Skills and competencies	Effective ICT skills and 3 years experience of using ICT in a learning environment. Ability to use other types of learning technology (e.g. photocopier, interactive TV or Smartboard). Understanding of codes of practice and recent relevant education. Good understanding of the principles of child development and the learning process. Can work as a member of a team, understanding their role in the classroom and associated responsibilities Willingness to participate in training and personal development	NVQ 2 ICT Qualification	(a) (i) (r)

Physical, mental and emotional demands	Ability to work under pressure High level of commitment to school and its aims Professional integrity and positive approach Excellent attendance and punctuality Flexibility Ability to meet deadlines Able to attend meetings, day/residential visits Maintain a positive approach and outlook		(a) (l) (r)
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Contact us

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Morpeth
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