Burnside College

# Teaching Assistant
## Application Pack

Burnside College
St Peters Road
Wallsend
Tyne & Wear
NE28 7LQ

T: 0191 2598500
E: office@burnsidecollege.org.uk
burnsidecollege.org.uk

WAS in partnership with NATIONAL CHILDREN'S BUREAU
Wellbeing Award for Schools 2023-2026
Healthy Schools North Tyneside
LPPA Leading Parent Partnership Award 2025 - 2028
Ofsted Good Provider

Burnside College

Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

In our most recent inspection in November 2024 OfSTED recognised that Burnside College continues to be a good school. Inspectors found that:

- Pupils enjoy working with their teachers
- Pupils behave well and meet the high expectation that the school has for their conduct
- Classrooms are calm and orderly places to learn
- Staff appreciate the positive strategies to manage their workload and support their wellbeing

These continued improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

Standards continue to remain high at Burnside because staff are determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual.
A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities.

We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that “Burnside College is a happy place to work and learn.”

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

D Jamieson

Mr D Jamieson
Headteacher

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## The Role: Teaching Assistant

| | |
|---|---|
| **Type of Contract:** | **Full Time, permanent, 193 day contract (with an option of flexible working)** |
| **Salary/Scale:** | **Grade 5 - £22,378 - £23,512** |
| **Start Date:** | **As soon as possible** |
| **Closing Date for Applications:** | **9am Friday 6th November 2026** |
| **Interview Date:** | **w/c Monday 9th November 2026** |

In consideration of the school's commitment to continued improvement in teaching and learning and the dynamic nature of support required to meet the needs of all students, particularly those with additional needs, we would like to appoint a highly effective learning support assistant.

Applicants will be highly motivated and have a passion to ensure that our learners achieve the very best that they can at all times. The purpose of the role will be to uphold the core standards of **pride, respect** and **achievement** with **all learners** and to ensure that those requiring specialist provision receive the highest standard of bespoke support. Specifically, the successful candidates will:

- establish productive working relationships with pupils, acting as a role model, promoting challenge and active participation in learning
- be committed to supporting all learners with social and emotional issues to restore participation and learning
- promote independence and employ strategies to recognise and reward achievement of self-reliance and collaborative work
- develop specialist knowledge of both the curriculum and learners' bespoke needs to work with teaching staff and ensure maximum progress
- record progress and achievement in lessons and provide evidence of level of progress and attainment that can be shared with all stakeholders
- work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence
- be committed to continuous professional development and contribute knowledge and expertise in departmental and whole school training
- be confident to develop, monitor and contribute to learning passports ensuring effective dissemination.
- deliver out of school learning activities within guidelines established by the school
- have a high level of literacy and numeracy and show confidence in support of school strategies that address underperformance e.g. bridging the gap for students not considered secondary ready

The successful candidate will work with students on a one to one and small group basis providing breakout opportunities from the classroom to deepen understanding and further progress.

In addition, the successful candidate will work with students who access our inclusion unit to support them with learning to aid a smooth transition back into the classroom.

Burnside College is a good school, with outstanding sixth form provision. We put teaching and learning first and are committed to providing a high quality and inclusive learning experience for all. Furthermore, we are committed to the development of staff and you will be joining a supportive school with an excellent environment in which to continue your professional development.

If you would like any further information, or to discuss this role in more detail, please contact Helen Patterson, Deputy Headteacher by email, **h.patterson@burnsidecollege.org.uk**

## Purpose of the role (job statement)

To work under guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom.
This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

The primary focus will be to maintain good order and to keep pupils on task, respond to questions and assist pupils to undertake set activities.

## Main Duties:

**Support for Pupils**

- use specialists (curricular/learning)
- skills/training/experience to support pupils
- assist with the development and implementation of IEPs
- establish productive working relationships with pupils, acting as a role model, and setting high expectations
- promote the inclusion and acceptance of all pupils within the classroom
- support pupils consistently whilst recognising and responding to their individual needs
- encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- promote independence and employ strategies to recognise and reward achievement of self reliance
- provide feedback to pupils in relation to progress and achievement

**Support for Teachers**

- work with the teacher to establish an appropriate learning environment
- work with the teacher in lesson planning, evaluating and adjusting lessons/work plans, as appropriate
- monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- provide objective and accurate feedback and reports, as required, to the teacher on pupil assessment, progress and other matters: ensuring the availability of appropriate evidence
- be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records, as requested
- undertake marking of pupils' work and accurately record achievement/progress
- promote positive values, attitudes and good pupil behaviour: dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- liaise sensitively and effectively with parent/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents or as directed
- administer and assess routine tests and invigilate exams/tests
- provide general clerical/admin support e.g. administer course work, produce worksheets for agreed activities etc.

**Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support pupils

**Support for the School**

- Be 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals in liaisons with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities, as required

## Responsibilities:

- be 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
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required

## General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

## Person Specification

| Criteria<br>E = Essential D = Desirable | |
|---|---|
| **Skills, Knowledge and Aptitudes** | |
| • Can use ICT effectively to support learning | E |
| • Use of other equipment technology - video, photocopier | E |
| • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation | E |
| • Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies | E |
| • Understanding the principles of child development and learning processes | E |
| • Ability to self-evaluate learning needs and actively seek learning opportunities | E |
| • Ability to relate well to children and adults | E |
| • Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these | E |
| **Qualifications & Training** | |
| • Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role | E |
| • Training in the relevant strategies e.g. literacy and/or, in particular, curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc | D |
| • Appropriate first aid training | D |
| **Experience** | |
| • Experience of working with children of relevant age. | E |
| **Disposition** | |
| • Able to work on own initiative and as part of a team with minimal supervision | E |
| • A friendly, positive and flexible approach | E |

**Burnside College is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act**

## How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Miss K Drury
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to **k.drury@burnsidecollege.org.uk**

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

**Closing Date: 9am Friday 6th November 2026**

**Interview Date: Week commencing Monday 9th November 2026**

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.
This post is exempt from the Rehabilitation of Offenders Act.