SPARK EDUCATION TRUST

THE LINKS PRIMARY SCHOOL

Teaching Assistant Level 3 (Maternity Cover)

Candidate Information Pack

Closing Date: 12.00pm, Friday 4th December 2026









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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman

Welcome from the Head of School

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the advertised post at The Links Primary School.

The Links Primary School is situated in Eaglescliffe in the south of Stockton-on-Tees. We are a small primary school.

At The Links Primary School, we respect and value all staff and children as individuals. We believe in the importance of fostering enthusiasm and a positive, growth mindset. We are committed to making a significant difference to the lives of all children regardless of their background or starting point. As a school, we go above and beyond to develop the whole child and aspire to give every child the best possible start in life. We want to inspire every child to Dream, Believe and Achieve so they can contribute positively to the wider world.

We are fortunate to be part of SPARK Education Trust which contributes to the development of our staff and provides further opportunities for our children. Through collaboration and positive working relationships with other schools we are able to achieve highly.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

If you would like to discuss the post further or visit our wonderful school, please do not hesitate to make contact.

Kind regards,

Ben Clayton
Head of School

Teaching Assistant Level 3 (Maternity Cover)

Job Title: Teaching Assistant Level 3 (Maternity Cover)
Location: The Links Primary School (Eaglescliffe)
Start Date: 5th January 2027
Actual Salary: £13,883 to £14,912 (Grade H, SCP 14 to 17)
Hours of Work: 20 hours per week, term time only
Contract Type: Temporary until 16th December 2027 or until the return of the current postholder from maternity leave
Closing Date: 12.00pm, Friday 4th December 2026
Interviews: Friday 11th December 2026

About the Role
We are seeking a Level 3 qualified Teaching Assistant to join our wonderful staff team on a temporary basis to cover a period of maternity leave.

The successful candidate will work closely with class teachers, support indoor and outdoor learning, manage pupil behaviour and attend to pupil's needs and provide feedback about pupil progress. The right candidate will be patient, friendly and have a passion for supporting all children, to reach their potential.

About Us
We are Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:
- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click here.

For further information on the school, please click here.

How to Apply
Please make sure that the application form is completed and returned via email to via email to office@thelinksprimary.org.uk, addressed to Mr Ben Clayton, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice
The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

The Links Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click here.

Job Description

POST TITLE: Teaching Assistant Level 3 (Maternity Cover)
GRADE: H (SCP 14-17)
REPORTS TO: Head of School
MAIN PURPOSE: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/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. This may include providing support in addressing the needs of pupils who need help in overcoming barriers to learning. Staff may also supervise and support 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.

TASKS:

SUPPORT FOR THE PUPIL:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of Individual Support/ Behaviour Plans.
- 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 cooperatively 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 THE TEACHER:

- 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.
- Work with the teacher, to deliver group inputs to facilitate learning opportunities.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, 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 pupil's 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 parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Supervise and assess routine tests and invigilate examinations/tests.
- Provide general clerical/administrative support e.g. administer coursework, 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. English, Maths, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.

- Support the use of IT in learning activities and develop pupil's 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 and resources

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 liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- 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.
- Supervise pupils on out of school activities as required.
- Accompany teaching staff and pupils on visits and trips as required with appropriate responsibility.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

POST TITLE: Teaching Assistant Level 3 (Maternity Cover)
GRADE: H (SCP 14 – 17)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Requirement to complete an Induction Programme. • Willingness to participate in relevant training and development opportunities. • NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant.	• First Aid training or willingness to undertake appointed person certificate in First Aid. • Child Protection training. • Curriculum Training. • Training in Special Educational Needs strategies. • Qualifications at GCSE level or equivalent in Maths and English.
EXPERIENCE:	• Recent and relevant experience of working with children within an education setting, within a specified age range/subject area.	• Experience of working in a primary school environment.
SKILLS/ KNOWLEDGE:	• Ability to relate well to children and adults. • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model positive attributes. • Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate. • Ability to adapt own approach in accordance with pupils needs. • Advanced understanding of national curriculum and other basic learning Programmes/techniques (within specified age range/subject area) e.g. knowledge of core subjects. • Understanding of principles of child development, learning styles and independent learning.	• Relevant knowledge of First Aid. • Knowledge of Child Protection. • Equal Opportunities and recognising the nature of the diverse school community. • Understanding of basic technology – computer, iPads, photocopier etc. • Working knowledge of relevant policies/codes of practice/legislation. • Experience of delivering learning activities or structured input to groups of children.

	• Experience of resources preparation to support learning programmes. • Effective use of ICT to support learning. • Excellent communication skills. • Excellent numeracy and literacy skills. • Be able to maintain confidentiality. • Excellent listening skills. • The ability to manage behaviour of children in a positive and supportive manner. • Awareness and basic understanding of the school curriculum (within KS1 and KS2). • General awareness of inclusion, especially within a school setting.	
PERSONAL AND PROFESSIONAL ATTRIBUTES:	• Friendly, approachable and professional manner. • Calm approach. • A commitment to working as part of the whole school team and supporting the vision and aims of the school. • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. • Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. • Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils' learning. • Able to improve their own practice through observations, evaluation and discussion with colleagues.	

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to office@thelinksprimary.org.uk, addressed to Mr Ben Clayton, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Friday 4th December 2026

Interviews to be held: Friday 11th December 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

Spark Education Trust is a company limited by guarantee registered in England. Company Number: 10249712. VAT Number: 476496535.
Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ