

# Teaching Assistant Level 3

## Candidate Information Pack

**Closing Date: 12.00pm, Monday 18<sup>th</sup> May 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 recently merged 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 in 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 Headteacher

Dear Applicant,

I am delighted to welcome you to Whitehouse Primary School and to share a little about our vibrant school community as you consider joining our team.

At Whitehouse Primary School, we are a growth mindset school and are dedicated to creating a nurturing environment where every child feels valued and inspired to achieve their best. Our vision is to foster a love of learning, encourage creativity, and develop resilience in our students. We believe that each child is unique, and we strive to provide a curriculum that caters to diverse learning needs, enabling all children to flourish.

Our dedicated staff is at the heart of our success. We pride ourselves on teamwork, collaboration, and a commitment to ongoing professional development, ensuring that our staff are equipped with the latest teaching strategies and resources. We value research and encourage our staff to explore new strategies and ideas that can enhance our children's educational experiences.

As part of our commitment to fostering a positive and inclusive school culture, we place great emphasis on building strong relationships with families and the wider community. We believe that education is a partnership, and we work hard to engage parents and carers in their children's learning journey.

If you join our team, you will find a welcoming and supportive environment that celebrates achievements, promotes professional growth, and encourages a healthy work-life balance. We are looking for individuals who are passionate about education, committed to making a difference, and eager to contribute to our school's mission.

Thank you for considering a position at Whitehouse Primary School. We look forward to the possibility of welcoming you to our community and working together to inspire the next generation of learners.

Warm regards,

A handwritten signature in black ink, appearing to read 'Jane Eyre', written in a cursive style.

**Jane Eyre**  
Headteacher

# Teaching Assistant Level 3

**Job Title:** Teaching Assistant Level 3

**Location:** Whitehouse Primary School (Stockton)

**Start Date:** Monday 6<sup>th</sup> July 2026

**Actual Salary:** £22,417 to £24,075 (Grade H, SCP 14-17)

**Hours of Work:** 32.5 hours per week, term time plus 5 days

**Contract Type:** Permanent

**Closing Date:** 12.00pm, Monday 18<sup>th</sup> May 2026

**Interviews:** Wednesday 3<sup>rd</sup> June 2026

## About the Role

We are seeking a Level 3 qualified teaching assistant to join our wonderful staff team.

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 a recently merged Trust, 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 [lyellow@whitehouseprimaryschool.org.uk](mailto:lyellow@whitehouseprimaryschool.org.uk), addressed to Ms J Eyre, 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.

Whitehouse 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  
**GRADE:** H (SCP 14-17)  
**REPORTS TO:** Head Teacher

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.
- 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

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Requirement to complete an Induction Programme.</li> <li>• Willingness to participate in relevant training and development opportunities.</li> <li>• NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant.</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid training or willingness to undertake.</li> <li>• Child Protection and Safeguarding training.</li> <li>• Curriculum Training.</li> <li>• Training in Special Educational Needs strategies.</li> <li>• Qualifications at GCSE level or equivalent in Maths and English.</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Recent and relevant experience of working with children within a Primary education setting.</li> </ul>	
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults and build effective working relationships.</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> <li>• Flexibility to work in any area of school, with support and direction from a teacher.</li> <li>• Knowledge of Safeguarding children and the importance of confidentiality, health and safety and GDPR.</li> <li>• Excellent communication, maths and English skills.</li> <li>• The ability to manage the behaviour of children in a positive and supportive manner.</li> <li>• Understanding of inclusion, especially within a school setting.</li> <li>• Ability to promote a positive ethos and be professional at all times.</li> <li>• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.</li> <li>• Ability to adapt own approach in accordance with pupils needs.</li> <li>• Understanding of the national curriculum and its delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or experience of phonics.</li> <li>• Working knowledge of relevant policies, codes of practice and legislation related to schools.</li> <li>• Specialist subject knowledge or extra curricula skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of principles of child development, learning styles and independent learning.</li> <li>• Experience of resource preparation to support learning programmes.</li> <li>• Effective use of IT to support learning.</li> </ul>	
<p><b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b></p>	<ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner.</li> <li>• Calm approach.</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school.</li> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.</li> <li>• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils' learning.</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> <li>• Good command of the English Language.</li> <li>• Passion for supporting pupils with SEND, including with behaviour and/or personal care.</li> </ul>	

# How to Apply

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

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [lyellow@whitehouseprimaryschool.org.uk](mailto:lyellow@whitehouseprimaryschool.org.uk), addressed to Ms J Eyre, 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, Monday 18<sup>th</sup> May 2026**

**Interviews to be held: Wednesday 3<sup>rd</sup> June 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](http://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.