



NEW HARTLEY FIRST SCHOOL

Teaching Assistant

Term time only

Required from September 2025

Fixed term contact from September 2025 to suit the current needs of the school.

Variable hours contract 25 – 35 hours, initially 32.5 hours per week

Band 3

£24,790 to £25,183 [FTE] per annum (£18,249 to £18,538 pro rata based on 32.5 hours)

New Hartley First School is a warm, welcoming school which has enthusiastic and friendly children; dedicated and hardworking staff and a supportive governing body and parents. Further information about the school can be found on our website.

Governors would like to appoint a teaching assistant to provide support throughout school. We are looking for someone who is enthusiastic about supporting children in their learning and who is happy to work as part of a small, vibrant team.

Governors seek an individual who:

- has the highest expectations of pupil performance and attitude to learning
- is able to work well within a team demonstrating a positive attitude, enthusiasm and a sense of humour
- has good organisational and interpersonal skills
- has good numeracy, literacy and communication skills
- has experience of working with SEND children
- has a teaching assistant qualification – level 2 or above
- has experience of delivering Read, Write Inc

In return we can offer:

- an exciting opportunity to be a part of our welcoming and nurturing community
- the opportunity to further develop professional skills in a supportive and friendly work environment
- an enthusiastic, hardworking and supportive team of staff, governors, pupils and parents



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 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.

Our Child Protection Policy and Employment of Ex-Offenders Policy can be downloaded with the application pack online.

An online search will be carried out on shortlisted candidates, prior to interview. Informal discussions or visits to the school prior to interview are encouraged. Please contact Mrs Jayne Henderson, Admin Assistant, to arrange a visit. Tel: 0191 2371218.

Application forms can be downloaded from this website and are also available from the school by telephoning the school office.

Completed applications should be returned directly to the school either by post to: Mrs Victoria Frost, School Business Manager, New Hartley First School, New Hartley, Whitley Bay NE25 0RD or by email to vic.frost@nhfs.uk

Closing Date: 3.00pm on Friday 6 June 2025

Interview date: Wednesday 18 June 2025