



**North East  
Learning Trust**

**Teaching Assistant  
Teesdale School & Sixth Form**  
Applicant information pack

# TEACHING ASSISTANT

## Required from February 2022

**Term Time Permanent Contract**  
**37 Hours per week**  
**Salary NELT Grade 2, Points 4-6**  
**Actual Salary £16277 - £16934**  
(£18,933 - £19,698 pro rata)

Teesdale School and Sixth Form is part of the North East Learning Trust and are seeking to appoint a Teaching Assistant to join our dedicated team. This is an exciting opportunity for the right candidate to join a close and talented team who together, ensure students receive excellence every day.

Teesdale School and Sixth Form was rated as 'Outstanding' by Ofsted in June 2019.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and give them a great start in life.

Nestled in Barnard Castle in the spectacular Teesdale countryside and imprinted with the historic values of the Dales and our close-knit community, Teesdale School is a place where traditional values of kindness, respect and hard work take precedence. Within 30 minutes of both Darlington and Durham and just over an hour from York and Newcastle, our idyllic yet convenient location affords our staff an enviable quality of life.

### We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

### We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

### The successful candidate will:

- Hold a NVQ Level 3 in supporting Teaching and Learning or an equivalent qualification.
- GCSE English and Maths grades A- C or equivalent.
- Have experience of working in Key Stage 3 / 4 and working with children with a range of needs.
- Have excellent IT skills.

- Be proactive and self-motivated.
- Provide learning support under the supervision of a qualified teacher
- Provide up to date information on progress and attainment
- Provide pupil responses and learning achievements highlighting any specific difficulties or concerns
- Support pupils with social and emotional wellbeing
- Have a flexible approach to work.

**Deadline:** Tuesday 1<sup>st</sup> February 2022, 9am  
**Interviews:** Monday 7<sup>th</sup> February 2022

### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be returned by email with application forms to [tracy.tuck@teesdaleschool.co.uk](mailto:tracy.tuck@teesdaleschool.co.uk) or by post to Tracy Tuck, PA to the Leadership Team, Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. Please do not submit a CV unless it is to compliment your application form.



# Job description

## Post title:

Teaching Assistant

## Responsible to:

Assistant Headteacher / SENCo

## Grade and Salary:

Term Time Contract

Salary NELT Grade 2, Points 4-6

Actual Salary £16277 - £16934 (£18,933 - £19,698 pro rata)

## Working Hours

Monday – Thursday 8.30am – 4.30pm (30 mins lunch)

Friday 8.30am – 4pm (30 mins lunch)

## Job purpose:

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

## Duties and responsibilities:

### Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Under the guidance of a teacher monitor, assess and record pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting

- problems to the teacher as appropriate;
- Support pupils with SEND needs as appropriate;
  - Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
  - Contribute to pupils plans and reports;
  - Support the work of volunteers and other teaching assistants in the classroom;
  - Work with pupils not working to the normal timetable using Teacher's planning.
  - Undertake pupil record keeping and maintenance of records as requested;
  - Invigilate examinations and tests;
  - Assist in escorting and supervising pupils on educational visits and out of school activities;
  - Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
  - Maintain a clean, safe and tidy learning environment;
  - Support pupils in developing and implementing their own personal and social development;
  - Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;

### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

### **Duties in common with similar posts**

- To attend training courses relevant to the post as agreed with line managers, ensuring continuing personal and professional development.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown but in consultation with you, may be changed by the Executive Headteacher / Head of School to reflect or anticipate changes in the job commensurate with the grade and job title. Employees will be expected to comply with any reasonable request from the Executive Headteacher / Head of School to undertake work of a similar level

that is not specified in this job description.

- Comply with the policies and procedures to promote child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- As for all staff, presenting oneself as a role model to pupils in terms of speech, dress, attitude etc.

## General:

**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.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding:

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

The above list of duties is extensive but not exhaustive and may not identify each individual task, which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person specification

	Essential	Desirable
Qualifications/Attainment	<ul style="list-style-type: none"> <li>NVQ Level 3 in supporting Teaching and Learning or an equivalent qualification.</li> <li>GCSE English and Maths grades A- C or equivalent.</li> <li>Excellent literacy skills including spelling, grammar and punctuation.</li> <li>Excellent numeracy skills.</li> <li>Willingness to undertake further training</li> </ul>	<ul style="list-style-type: none"> <li>First Aid certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in Key Stage 3 / 4</li> <li>Experience of working with children with a range of needs.</li> <li>Experience of planning and evaluating learning activities and assessing/tracking pupil progress.</li> <li>Experience of working with children</li> <li>Experience of planning and evaluating learning activities</li> <li>Involved in planning programmes of learning for individuals, groups and whole class</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>
Aptitude, knowledge and skills	<ul style="list-style-type: none"> <li>Classroom practitioner with evidence of working in a secondary school.</li> <li>Ability to relate well with children and adults</li> <li>Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> <li>An understanding of and commitment to safeguarding and the welfare of children.</li> <li>Ability to work independently with individual children, small groups of children and whole classes.</li> <li>Ability to use initiative and resolve problems as they arise.</li> <li>A willingness to work co-operatively with a wide range of professionals.</li> <li>Good communication skills, both written and verbal.</li> <li>Working knowledge of National Curriculum key stages and government strategies.</li> <li>Use ICT to support teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Involvement in planning programmes of learning for individuals and groups</li> <li>Ability to work within the School's policies and guidelines</li> </ul>

Personal qualities	<ul style="list-style-type: none"> <li>• Sensitive to the needs of children and their parents/carers</li> <li>• Skilled and creative.</li> <li>• Ability to work as part of a team.</li> <li>• Positive and enthusiastic approach.</li> <li>• Willingness to be involved in all aspects of school life.</li> <li>• Commitment to professional development.</li> <li>• Promote a positive image of the School to children, parents/ carers and visitors.</li> <li>• May be required to work outside of normal school hours.</li> </ul>	<ul style="list-style-type: none"> <li>• A fundamental desire to work within the ethos of the school and to positively promote the school within the community.</li> </ul>
--------------------	---	--

## References:

Any relevant issues arising from references will be taken up at interview.

## DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

## Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.