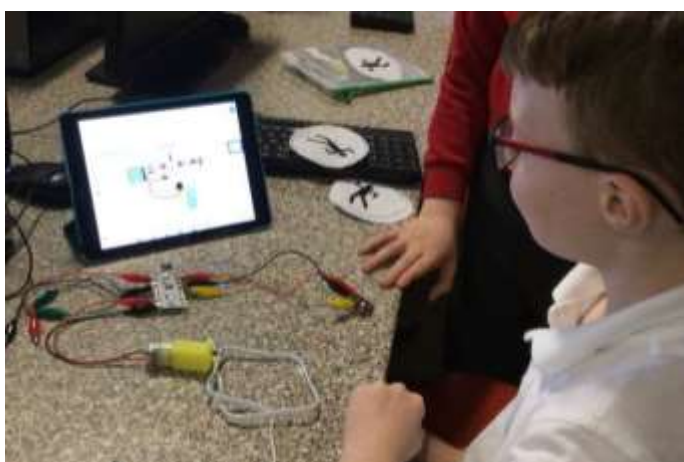


Teaching Assistant (Temporary)

Bewley Primary School

Candidate Information Pack

Closing Date: **12.00pm, Friday 27 June 2025**



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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 newly 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 would like to take this opportunity to thank you for your interest in the post of Teaching Assistant at Bewley Primary School.

We are seeking to appoint a committed and highly motivated candidate to join the school who has the vision and drive to make significant impact across the school and is committed to making a positive difference to the lives of our children.

Bewley Primary is a family school and is committed to working alongside governors, families and the local community to enable all our children to flourish and to be the very best that they can be.

Our motto of **B**right, **P**roud and **S**uccessful is at the heart of all that we do. We offer our pupils the very best start to their education, and we passionately believe that it is every child's right to receive an education that fosters a lifelong love of learning. For more information, please see our website or our very active Face book page @Bewleyprim.

At Bewley, we offer a happy and supportive environment with a commitment to continued professional development as part of the Spark Academy Learning Trust.

If you are interested in joining our dedicated, hardworking and professional staff and feel that you uphold the same vision and values then we would be delighted to receive an application from you.

Please also find enclosed some further details about our school and the Spark Academy Learning Trust.

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS check and 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 might be publicly available online.

Kind regards,

Sheona Clift
Headteacher

Teaching Assistant

Job Title: Teaching Assistant

Location: Bewley Primary School (Billingham)

Start Date: September 2025

Actual Salary: £18,916 to £19,655

Hours of Work: 32.5 hours per week, term time only

Contract Type: Temporary until 31 August 2026

Closing Date: 12.00pm, Friday 27 June 2025

Interviews: Thursday 3 July 2025

About the Role

We are seeking to appoint a Teaching Assistant to work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils, including those with SEN and to assist the teacher in the management of pupils and the classroom

About Us

We are a newly 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](#).

How to Apply

Please make sure that the completed application form is returned via email to bewley@bewleyprimary.org.uk addressed to Mrs S Clift, 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.

Job Description

Job Title:	Teaching Assistant Level 2
Location:	Bewley Primary School
Salary Range:	Grade F, SCP 7-8
Reports To:	Class Teacher /SLT
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, including those with SEN 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.	

TASKS

SUPPORT FOR THE PUPIL:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Be aware of and implement Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER:

- Create and maintain a purposeful, orderly and supportive environment, and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers under teacher guidance
- Provide clerical/administrative support e.g., photocopying, typing, filing, money, administer coursework etc

SUPPORT FOR THE CURRICULUM:

- Support the use of ICT in learning activities and develop pupils competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson aims/relevant learning activity and assist pupils in their use

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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- 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 time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

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

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> Requirement to complete DCSF Teaching Assistant Induction Programme Willingness to participate in relevant training and development opportunities NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience 	<ul style="list-style-type: none"> First Aid training or willingness to undertake appointed person certificate in First Aid Child Protection training Training in the literacy/numeracy Training in Special Educational Needs strategies
EXPERIENCE:	<ul style="list-style-type: none"> Recent and relevant experience of working with and/or caring for children within a specified age range/subject area. 	<ul style="list-style-type: none"> Experience of working in a school environment
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> 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 needs General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area) Experience of resources preparation to support learning programmes Effective use of ICT to support learning Good communication skills Good numeracy and literacy skills Be able to maintain confidentiality Good listening skills 	<ul style="list-style-type: none"> Relevant knowledge of First Aid Knowledge of Child Protection Autism Awareness and training Equal Opportunities and recognising the nature of the diverse school community Understanding of basic technology – computer, video, photocopier etc

	<ul style="list-style-type: none"> • The ability to manage behaviour of children in a positive and supportive manner • Awareness and basic understanding of the school curriculum (within specified age range or subject area) • General awareness of inclusion, especially within a school setting 	
PERSONAL AND PROFESSIONAL ATTRIBUTES:	<ul style="list-style-type: none"> • 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 role in pupils' learning • Able to improve their own practice through observations, evaluation and discussion with colleagues. • Good command of the English Language 	

How to Apply

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

sparkeducationtrust.org.uk

Please return your completed application form to bewley@bewleyprimary.org.uk addressed to Mrs S Clift, 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 27 June 2025

Interviews to be held: Thursday 3 July 2025

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.