

# Stobhillgate First School Teaching Assistant

Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

# Welcome to Stobhillgate First School

Stobhillgate First School is situated in the beautiful, historic market town of Morpeth. We are a small school with a big heart and are passionate about creating innovative learning experiences for all. The schools defining principles of Excellence, Inspiration, Collaboration and Empathy are at the heart of everything we do. At Stobhillgate First School, we are passionate about developing the whole child and nurturing a love for learning.

A parent recently explained that: 'As a parent at Stobhillgate, I love how much my child enjoys coming to school every single day. She skips to school and can't wait to be here. It's a Supportive nurturing environment, where children are happy to learn'.

The children that attend Stobhillgate come from a wide range of diverse backgrounds. Our challenge is to ensure we provide equality of opportunity for all children by ensuring children from low starting points are provided with the best possible support and interventions to enable them to succeed whilst also providing aspirational challenge for pupils who come to school more socially and academically ready.

**Since our Ofsted inspection, in 2019, the school has been on a rapid journey of improvement, this has included:**

- The introduction of the Maths Mastery approach
- Embracing the Talk 4 Writing structure across the school
- The implementation of the Read Write Inc programme
- Developing the reciprocal reading approach throughout the school
- The introduction of a new exciting, well structured broader curriculum.

**Early Years has also undergone significant changes over the last few years, including:**

- The redevelopment of our learning environment, both inside and outside
- The creation of an EYFS Unit

- The development of our EYFS Curriculum, including the use of core books to inspire our wider curriculum, the introduction of helicopter stories and the launch of 'Forest School Fridays'.

The school joined the Cheviot Learning Trust in April 2020 enabling us to work in collaboration with Trust partners to further improve teaching and learning, school systems and governance. This provides an exciting opportunity for the successful candidate to work in collaboration and partnership with a broader range of practitioners.



# Job Advert

**Stobhillgate First School.**  
**3-9 years First School.**  
**Part of the Cheviot Learning Trust.**  
**Headteacher: Mr Ben Henderson.**

Fixed Term Band 2 Teaching Assistant.  
 37 hours per week, term time only.  
 Band 2 - Band 3 £18,000 - £18,600 pa.

Starting as soon as possible.

Fixed term for 2 terms with the potential to be extended.

Applications from enthusiastic teaching assistants are invited for the above post. This is an exciting opportunity to join the dedicated and supportive Stobhillgate First School team who, as part of the Cheviot Learning Trust, strive to enable all pupils to flourish personally and academically.

The successful candidate will:

- Work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom
- Show energy, enthusiasm and a good sense of humour
- Demonstrate excellent communication and interpersonal skills
- Have the ability to work collaboratively as part of a team and to liaise with parents

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Please visit our website for further information about the school.

Closing date: 15th January 2024, 12pm  
 Interviews: 19th January 2024

Please return completed application forms to Mrs Sharon Mungall: [s.mungall@sfs.cheviotlt.co.uk](mailto:s.mungall@sfs.cheviotlt.co.uk)

## Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

**' Stobhillgate is a great school to work for, and staff are made to feel appreciated for the hard work we all do on a daily basis.'**

**' I love working here. Ben Henderson is off to a wonderful start as our new head teacher. He is supportive and caring of staff and pupils. I can't believe how much my teaching has transformed since I came to work at Stobhillgate First School.'**

**' I really love working at Stobhillgate. Colleagues are supportive as are management. Deadlines are given well in advance to help staff time manage and prioritise tasks.'**

# Job Description

Stobhillgate First School expects all staff to be committed to safeguarding and promoting the welfare of children and young people. In order to do this, staff must attend all offered child protection and safeguarding training without exception and read all relevant policies.

## Purpose

To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom.

## Providing support for all pupils (including disadvantaged and pupils with SEND) by:

- Supervise and support pupils in their access to learning
- Supervise and support pupils in unstructured playtimes
- Establish good relationships with pupils; model and promote appropriate behaviour for the learning environment and respond to the educational/pastoral needs of each individual child
- To produce, in liaison with subject teachers, resources to help pupils to learn
- To have high expectations that encourage pupils to act independently and build self esteem
- To actively promote inclusive practice within the classroom to ensure acceptance of all pupils
- To encourage and support pupils to engage and participate in learning activities led by the subject teacher
- To impartially observe supported pupils in the learning environment and feedback to the subject teacher on attainment of learning objectives

## Support for the Teacher:

- Liaise with relevant teachers on pupil performance and progress
- Support the teacher in the management of pupil behaviour

## Support for the Curriculum

- Undertake structured and agreed learning programmes according to individual pupil needs

- Help pupils to understand instructions
- Support pupils' learning with respect to local and national learning strategies
- Support pupils in their use of ICT as directed by the subject teacher

## Responsibilities

- 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 equal opportunities for all
- 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
- Participate in training and other learning activities and performance development as required
- To undertake other duties and responsibilities as required commensurate with the grade of the post

## Working Arrangements

- Transport requirements: None
- Working patterns: 37 hours per week, term time only
- Working conditions: Indoor and outdoor learning and supervision

# Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
<b>1. Qualifications</b>	<p>GCSE: Maths and English grade C or better</p> <p>Teaching Assistant NVQ level 2 or have completed training of a similar standard</p>	<p>Have a recognised SEND qualification</p> <p>First Aid Qualification</p>	<b>Application/ Certificates</b>
<b>2. Experience and Skills</b>	<p>Relevant experience working in an educational setting</p> <p>Knowledge of policies, procedures and codes of practices/legislation</p> <p>Knowledge and understanding of child development</p> <p>Ability to support learning of groups and individual children</p> <p>Competent with ICT and be able to use this effectively to facilitate learning</p>	<p>Experience of working across all phases of a First / Primary school.</p> <p>Experience of working with pupils with SEND</p>	<b>Application/ Interview /Reference</b>
<b>3. Professional Development</b>	<p>Evidence and a commitment to professional development.</p>	<p>Keeping up to date with current developments and research</p>	<b>Application Application/ Interview/ Reference</b>
<b>4. Personal Qualities</b>	<p>Good communication skills and ability to relate well to children, staff and parents</p> <p>Ability to demonstrate enthusiasm and sensitivity whilst working with others as part of a team</p> <p>Sufficiently fluent in spoken English to ensure effective performance in the role</p> <p>ICT and willingness to update skills and undertake further training</p> <p>Flexibility and adaptability in order to be able to mix and work with a wide range of people</p> <p>Have a positive attitude towards change</p> <p>A desire to play a full and active part in the life of the school</p> <p>Organised and able to work under pressure</p> <p>Highly motivated and proactive in using own initiative</p> <p>Ability to manage own workload whilst adhering to specific deadlines</p>	<p>Ability to support others</p> <p>CPD if you have identified personal expertise</p>	<b>Application/ Interview Interview/Reference</b>

# Person Specification

<b>5. Reliability</b>	Has demonstrated reliability over a sustained period of time e.g. during employment or during teaching practice		<b>Reference</b>
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## Safe Recruitment Procedure

Stobhillgate First School is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined below.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB).

## Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

## Interview

- Candidates will be expected to bring identification to the interview.
- Candidates will be subject to an in-depth interview (details will be shared with short-listed candidates).
- Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

## Reference checking

References from the previous and current employer will be taken up for shortlisted candidates before interview, and where necessary employers may be contacted to gather further information.



**Contact us**

Stobhillgate First School  
Morpeth  
NE61 2HA

01670 512803  
[sfs.cheviotlt.co.uk](http://sfs.cheviotlt.co.uk)  
[info@sfs.cheviotlt.co.uk](mailto:info@sfs.cheviotlt.co.uk)