

# Morpeth All Saints CofE First School Teaching Assistant (Level 4)

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 Morpeth All Saints CofE First School

As Headteacher of Morpeth All Saints CofE First School I would like to take this opportunity to thank you for taking the time to consider whether this is the position and the school for you to work in.

Morpeth All Saints is a thriving, vibrant and happy school community located within Lancaster Park, a short walk from the centre of Morpeth. We are a one and a half form entry first school which means that we admit a maximum of 45 children into our school each academic year. Being a first school, we operate classes from Nursery to Year 4 and currently have around 220 pupils on roll. After their time with us, the vast majority of pupils transition to Chantry Middle school which is also in The Three Rivers Learning Trust. As a one and a half form entry school, we teach both pure and mixed-aged year groups throughout Key Stage One and Two.

At Morpeth All Saints we strive to enable all children within our care to achieve their very best, fully utilising their God given gifts and talents. We provide our children with a stimulating, safe and happy learning environment which is rooted in mutual respect of one another. Jesus told us to love our neighbour as we love ourselves and this teaching is very close to our hearts here at Morpeth All Saints. As a result, our children and school community truly flourish achieving our school vision of 'Together We Flourish' (John 10:10)

In our school we endeavour for our children to foster a passion for discovering new things, to be curious about the world around them and to be independent, enthusiastic learners. Our whole

school community truly believes that all children are unique individuals. Our aims therefore are to provide a high quality education which supports yet challenges, to ensure that our curriculum is enriched and tailored to each child we serve and to maintain an engaging, purposeful and interactive school environment.

We are passionate in ensuring that our curriculum places equal emphasis on all subject areas and not simply Reading, Writing and Maths. We appreciate that our children need to excel within these core areas, which they do, demonstrated through our high standards and results. However, we also respect that our children need many other skills, qualities and learning opportunities to be truly successful throughout life. As part of this, we are continually developing our curriculum offer, including increased access to outdoor learning opportunities and specialist music tuition.

We are extremely fortunate here at Morpeth All Saints to have a hard-working, dedicated, and caring team of staff. They are proud of our school and its achievements, and actively seek to maintain and improve standards in all areas of school life. They work to bring out the God given gifts of each child, to exemplify and promote good values, and to prepare children for the fast-changing world in which we all live.

Mrs Danielle Brett,  
Headteacher



## Job Advert

**Morpeth All Saints CofE First School,  
3-9 years First School,  
Part of the Cheviot Learning Trust.  
Headteacher: Mrs Danielle Brett**

**Job title:** Teaching Assistant – Support and Delivering Learning (Level 4)

**Responsible to:** Line Manager managing Support Staff / Senior Teaching Staff

**Pay scale:** £26,421 – £28,770 FTE  
£19,919 – £21,690 pro rata

**Terms:** 32.43 hours per week, term time only + 5 days

**Required:** As soon as possible

We are seeking to appoint an enthusiastic and reliable member of staff to support the team responsible for the learning and development of our pupils. A strong work ethic, good team work and the ability to work unsupervised are essential.

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.

This [policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the trust website:

[www.cheviotlearningtrust.co.uk](http://www.cheviotlearningtrust.co.uk).

If you would like to collect an application pack, please ring school to make a collection appointment.

**Telephone:** 01670 513382

Please return completed application forms to:

[s.mungall@sfs.cheviotlt.co.uk](mailto:s.mungall@sfs.cheviotlt.co.uk)

**Closing Date:** Friday, 11 October

**Interviews:** w/c 14 October

### 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

# Job Description

## Job Purpose:

- To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

## Duties and key result areas:

### Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning.
- Develop and implement IEPs.
- Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
- Encourage children to play and interact with one another.
- Support pupils consistently whilst recognising and responding to their individual needs.
- To have challenging expectations that encourages children to act independently and build self esteem.
- Provide feedback to pupils in relation to progress and achievement.

### Support for the Teacher

- Organise and manage appropriate learning environments and resources for learning.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
- Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.
- Undertake the maintenance of pupils' records and accurately record achievement.
- Support the teacher in the management of pupil behaviour.

- Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
- Administer and mark tests and invigilate exams.
- Undertake the marking of pupils' work.
- Produce lesson plans, work sheets etc.
- Advance pupils learning in a range of classroom settings including working with individuals, small groups and whole classes when the assigned teacher is not present.

### Support for the Curriculum

- Deliver learning activities to pupils within and agreed framework of supervision, adjusting activities to meet pupil needs.
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support use of ICT in learning and develop pupils' competence and independence in its use.
- Help pupils access learning activities through specialist support.
- Advise on appropriate deployment and use of specialist equipment or resources.

### Support for the School

- Comply with all school policies and contribute to the development of policy relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
- Work in such as to promote the ethos and vision of the school.
- Participate in training and development, and activities that contribute to the management of performance.
- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
- Attend and participate in regular meetings
- Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.

## Job Description Continued

### Line Management Responsibilities

- Manage other teaching assistants
- Liaise between managers or teaching staff and teaching assistants.
- Hold regular meetings with managed staff.
- Undertake the following activities:
  - Recruitment of staff
  - Induction of staff
  - Appraisal of staff
  - Staff training
  - Mentoring and coaching of staff
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

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.

Morpeth All Saints CofE 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.

**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.**



# Person Specification

Essential	Desirable	Assess by
<b>Knowledge and qualifications</b>		
<ul style="list-style-type: none"> <li>Meet the National Standards for HLTAs or equivalent qualification</li> <li>Excellent numeracy and literacy skills (at least NVQ 2 Qualification)</li> <li>HSAW First Aid Certificate or equivalent;</li> <li>Participated in training related to various national strategies e.g. literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>NNEB or STA (First/Primary/Middle) or Specialist Degree (Middle/High)</li> </ul>	(a) (i) (t)
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Working with children of the relevant age</li> <li>Basic clerical skills</li> <li>Planning effective actions for pupils at risk of underachieving</li> </ul>	<ul style="list-style-type: none"> <li>Supervising small groups of children</li> <li>Counselling</li> <li>Working with children with additional needs</li> <li>Managing other employees</li> </ul>	(a) (i)
<b>Skills and Competencies</b>		
<ul style="list-style-type: none"> <li>Effective ICT skills and 3 years experience of using ICT in a learning environment</li> <li>Ability to use other types of learning technology:               <ul style="list-style-type: none"> <li>Photocopying</li> <li>Whiteboards</li> <li>CD ROM</li> <li>Video</li> </ul> </li> <li>Understanding of codes of practice and recent relevant education</li> <li>Good understanding of the principle of child development and the learning process</li> <li>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 2 ICT Qualification</li> </ul>	(a) (i) (r)
<b>Other</b>		
<ul style="list-style-type: none"> <li>Willingness to participate in training and personal development</li> </ul>		(i)

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits



**Contact us**

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