

Wylam First School EYFS Teaching Assistant (Level 2)

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.

About Wylam First School

I am very proud to welcome you to Wylam First School. Our school has a strong family ethos where we work in collaboration with parents and partners to ensure that our curriculum is ambitious and that learning is challenging, relevant and fun, and fully prepares our pupils for their next stage in education and beyond. Wylam First School is a successful school and this success is down to the hard work and commitment of the staff, pupils, parents and governors.

We are a one form entry school at the heart of its local community and as such work closely with community groups to enhance and enrich our curriculum experience. We are committed to delivering a curriculum that supports: Personal Development, Knowledge and Welfare, STEM education and Creative Development. This is woven throughout the subjects that we teach and is enriched through: our allotment and outdoor curriculum, character education projects, physical development curriculum, community focused heritage projects and our

delivery of music and creative arts. This ensures that we not only support pupils to reach their academic potential but also nurture personal and social development, helping each individual to thrive, experience success and be confident and proud of who they are.

We are lucky to be situated on a site with fantastic outdoor spaces for pupils to learn in and explore. This space includes our Community Orchard, our woodland and our allotment, along with our playing field and playground. We recognise the importance of the outdoors and how learning in the outdoors can enhance and improve the curriculum. All pupils from Nursery to Y4 have dedicated outdoor learning time each week where they complete work on their Wild Passport. All classes are encouraged to use the outdoors whenever appropriate.

Ms Jill Dodds
Headteacher



Job Advert

Contract Type: Fixed term until end of academic year; 18 July 2025

Working Pattern/hours: Term time only, 28.5 hours per week (9am-3.15pm Monday-Friday)

Salary: £24,790-£25,183 Full Time Equivalent per annum, £16,003 - £16,256 pro rata Band 3, Level 2 (SG17)

Required: 6 January 2025

Closing date: 4 December 2024, 12 noon

Interview date: 9 December 2024

Wylam First School is a successful, small, inclusive first school, set in the historic Tyne Valley. We have enthusiastic, hardworking and friendly pupils, together with dedicated and hardworking staff and governors. Wylam First School is part of the Tyne Community Learning Trust which comprises of six first schools, two middle schools and a high school, and we work closely with our partnership schools to provide the very best educational experience for all pupils.

We are looking to appoint an enthusiastic and highly motivated Teaching Assistant to support our successful Nursery team, to assist with a temporary increase in workload. This position will start on 6th January 2025 and end on 18th July 2025. The main duties of this role are set out in the Job Description available from this website.

The successful candidate will have:

- Suitable and relevant Level 2 qualification or above
- Good standard of Literacy and Numeracy with good communication skills
- Knowledge and understanding of child development and how to effectively plan experiences to promote progress
- Experience of working with children with a variety of needs
- Ability to ensure that every child reaches their potential and thrives
- A commitment to developing the whole child
- Experience of working closely with parents and outside agencies
- High expectations of themselves and others
- Enthusiasm, flexibility and resilience.

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. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found [here](#).

Application forms can be downloaded from [this website](#) and are also available from the school by contacting the school office. A curriculum vitae will only be accepted alongside an application form. Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the person specification. Please include in your covering letter and statement of additional information, your strengths as a Teaching Assistant and the experience you have that would make you a perfect candidate for the position at Wylam First School. Applications can be returned via email to admin@wfs.cheviottt.co.uk or to the school.

Visits to our school are welcomed and encouraged before the closing date. Please contact the school to arrange.

Wylam First School, Bell Road, Wylam, Northumberland, NE41 8EH

Tel: 01661 852771

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

Post Title: Teaching Assistant (Level 2)

Sector: Children's Services

Responsible to: HTLA / Senior TA / Line Manager
Managing Support Staff

Staff: N/A

Finance: N/A

Physical requirements: Shared responsibility for classroom equipment and materials

Clients: Relevant school pupils

Job purpose

- To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area.

Duties and key result areas:

Support for Pupils

- Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
- Supervise and support children in their access of learning.
- Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
- Encourage children to play and interact with one another.
- Encourage children to engage in, and participate in learning activities lead by the class teacher.
- To have challenging expectations that encourages children to act independently and build self esteem.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.

Support for the Teacher

- Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.
- Assist the supervising teacher with the planning of learning activities.
- As directed by the class teacher:
 - Prepare the classroom prior to a lesson
 - Clear up after a lesson
 - Assist with the display of pupils' work
- Report to the classroom teacher, as agreed, on:
 - Pupil problems
 - Pupil progress
 - Pupil achievements

- Undertake the maintenance of pupils' records as directed by the class teacher.
- Support the teacher in the management of pupil behaviour.
- Gather information from parents and carers as directed by the class teacher.
- Establish constructive relationships with parents and carers.
- Administer routine tests and invigilate exams.
- Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
- Provide the classroom teacher with clerical and admin support, particularly:
 - Undertaking bulk photocopying
 - Word processing
 - Filing
 - Collecting money
 - Administer course work

Support for the Curriculum

- Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.
- Help pupils to understand instructions
- Support pupil learning with respect to all of the local and national learning strategies
- Support pupils in their use of ICT as directed by the class teacher
- Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

Support for the School

- Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
- Work in such a way 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.
- 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.

Person Specification

Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • Good numeracy and literacy skills; • NVQ 2 for teaching Assistants or equivalent qualifications 	<ul style="list-style-type: none"> • Completion of DfE Teaching Assistant Induction Programme 	(a), (i)
Experience		
<ul style="list-style-type: none"> • Working with or caring for children of the relevant age 		(a), (i)
Skills and competencies		
<ul style="list-style-type: none"> • Good ICT skills and ability to use other types of learning technology like photocopying, whiteboards, and digital media. • Understanding of codes of practice and recent relevant education; • Basic understanding of child development • Can work as a member of a team, understanding their role in the classroom and associated responsibilities. • Appropriate first aid knowledge 	<ul style="list-style-type: none"> • CLAIT/ECDL Level 1 • Knowledge of restraint techniques. 	(a), (i), (r)
Other		
<ul style="list-style-type: none"> • Willingness to participate in training and personal development 		(i)

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



WYLAM
FIRST SCHOOL



Contact us

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