Cheviot Learning Trust

Whittonstall First school
Teaching Assistant (Early Years)

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 Whittonstall First School

Whittonstall First School is a small rural school providing education from Nursery to Year 4. There are currently 69 pupils taught in mixed age year groups. We are part of the Cheviot Learning Trust and work closely with other schools to ensure the quality of provision is the highest possible for all of our pupils. The school has a wide catchment area with up to 75% of our pupils travelling from outside catchment. The majority of pupils move onto Corbridge Middle School at the end of Year 4.

Our school has a strong family ethos and a wonderful community feel. Our staff work hard to making learning challenging yet fun, and seek to develop strong links between staff, parents, governors and the wider community.

Within our school you will find a happy, welcoming, stimulating environment providing high standards of education, valuing the efforts of the individual, fulfilling the learning potential of all pupils and promoting equal opportunities. We promote learning for life and encourage children to learn no matter where they are, inside or out! We believe in developing the "whole" child and work hard to nurture, encourage, support and extend all of our children to achieve.

Our approach encourages children to develop positive attitudes and an enthusiasm for learning. We are delighted that our children leave equipped with super initiative, self-discipline, high self-esteem and independence! Forest school and the outdoors are big parts of our curriculum,

OFSTED inspected in November 2022 and said: "Leaders have created a warm and welcoming ethos at Whittonstall First School. The whole school community is at the centre of the school's vision. Pupils enjoy coming to school every day. They are proud of their work and the friendships they make."

"Leaders have high expectations and ambitions for all pupils, including pupils with special educational needs and/or disabilities (SEND)."

"Leaders, governors and staff are very proud of their school and its achievements. Successful curriculum development is evident."



Job Advert

Whittonstall First school (3-9 years First School)
Executive Headteacher: Katie Jacobs
Main Road, Whittonstall, Consett,
Northumberland, DH8 9JN

Job Title: Teaching Assistant (Early Years)
Patterns/Hours: 32.5 Hours per week (8:30am - 3:30pm Monday - Friday)
Salary: : £24,790 - £25,183 FTE and £18,249 - £18,538 pro rata Band 3, Level 2 (SG17)
Contract Type: Fixed Term until end of academic year - 18th July 2025**.**

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 (or as soon as possible thereafter) and end on 18th July 2025. The main duties of this role are set out in the Job Description available from this website and our school website.

The successful candidate must:

- Have suitable and relevant Level 2 EYFS qualification or above
- Have good standard of Literacy and Numeracy with good communication skills
- Have knowledge and understanding of child development and how to effectively plan experiences to promote progress
- Have working knowledge of the EYFS statutory framework
- Have experience of working with children with a variety of needs
- Have the ability to ensure that every child reaches their potential and thrives
- Have a commitment to developing the whole child
- Have high expectations of themselves and others
- Have Enthusiasm, flexibility and resilience.

In return we can offer an exciting opportunity to be a part of our nurturing community.

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 an 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.

The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found with the application pack online.

An online search will be carried out on shortlisted candidates, prior to interview.

Visits to the school prior to interview are available on request. Please contact the school to arrange a visit: admin@whfs.cheviotlt.co.uk or 01207 560325.

Application forms can be downloaded from this website and are also available from the Trust website under the careers section. A curriculum vitae will only be accepted alongside an application form.

Completed applications should be returned directly to the school by email to admin@whfs.cheviotlt.co.uk

Closing Date: 12 noon on 17th January 2025
Interview Date: w/c 20th January 2025

Job Description

Job Title: Teaching Assistant (Level 2)
Responsible to: HLTA/ Senior TA/ Line Manager
Managing Support Staff

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 and contribute to the development of policy 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.

Job Description (Continued)

- 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.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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



Person Specification

Essential	Desirable	Assess by
Knowledge and qualifications		
• NVQ 2 for Teaching Assistants or equivalent qualifications. • Good numeracy and literacy skills.	• Completion of DfES Teaching Assistant Induction Programme.	(a) (i)
Experience		
• Working with or caring for children of the relevant age.		(a) (i)
Skills and Competencies		
• Good ICT skills and ability to use other types of learning technology: photocopying, whiteboards, CD ROM and video. • 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.	• CLAIT Level 1. • Knowledge of restraint techniques.	(a) (i) (r)
Other		
• 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

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Contact us
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Whittonstall
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