Teaching Assistant (1:1 Support)

Hasting Hill Academy

Recruitment Pack

wiseacademies.co.uk
Borodin Avenue, Sunderland, SR5 4NX

WISE Academies
Recruitment Pack

Contents

- Message from the CEO
- Our Values and Missions
- Our Schools
- Job Advertisement
- Job Description
- Person Specification
- Employee Benefits
- Staff Testimonials

Message from the CEO

Dear Candidate,

Thank you for your interest in joining WISE Academies. We are a proud and well-rspected multi-academy trust rooted in North East England and spread across five Local Authority areas.

The journey of our Trust has been one of growth, achievement and resilience. WISE Academies has a proud track record of school improvement. We have transformed some of the most challenging schools in the country, who serve highly deprived communities, into strong, flourishing schools. These achievements have been recognised nationally which has established our Trust as a trusted, respected organisation.

Our mission is simple yet ambitious: to Inspire Success and Excellence in every child. We help build a solid foundation for lifelong growth and instil in each student the belief that they can achieve any goal they set their mind to. Pupils always come first at WISE Academies, and we are committed to building a legacy of high-performing academies that equip every child to confidently take on the challenges of the wider world.

We are more than just a group of schools; we are a family. At WISE, we believe that our Trust is built not just on shared goals, but on the trusting relationships that unite our staff, pupils, parents, governors, and communities. Our team—the WISE Workforce—is at the heart of our success, and we are committed to attracting and supporting dedicated professionals. We invest in meaningful professional development, identify and celebrate talent, and harness the unique strengths of each team member to propel our Trust forward.

As we continue to grow and look to the future, we are never complacent. Our drive to succeed is relentless, and we are committed to providing every staff member with the resources and support needed to thrive in their roles. At WISE Academies, teachers, leaders, and support staff work hand-in-hand to share best practices and drive exceptional teaching and learning. If you are inspired by the opportunity to make a lasting impact and align with our vision of excellence, we would be thrilled to welcome you to our team.

Warm regards,

Zoe Carr OBE
CEO
WISE Academies

Our Values and Mission

Our values matter to all of us. They underpin the way we work together to provide an excellent education for our pupils. Our values represent the culture we aspire to every day, guiding our judgments, building trust, and helping us to always be 'our best'.

Integrity

We always do what's right and adhere to our moral and ethical principles whilst working honestly with one another.

Partnership

We put everything we have into everything we do and work as one team for the benefit of the communities we serve.

Accountability

We take ownership and responsibility for our work, decisions and actions.

Trust

We are open, transparent and reliable, continuously learning, doing our best to consistently deliver an excellent education for our pupils.

Our Schools

As a family of schools, our vision is simple: We shape children's futures through providing an excellent education. Our schools exist and work hard to inspire each pupil to believe in themselves so they experience great success through our commitment to excellence across their educational journey.

Our schools are located across Newcastle, Northumberland, Sunderland, Durham and South Tyneside. We support our schools as individual schools, as well as providing opportunities for schools to come together and learn from other schools within the Trust.

Sixteen Academies
across the North East

Bexhill Academy, Sunderland
Town End Academy, Sunderland
North View Academy, Sunderland
Hasting Hill Academy, Sunderland
Ashley Academy, South Tyneside
Prudhoe West Academy, Prudhoe
Adderlane Academy, Prudhoe
Haltwhistle Academy, Haltwhistle
Shaftoe Trust Academy, Haydon Bridge
Welbeck Academy, Newcastle upon Tyne
Morpeth Road Academy, Blyth
Malvin's Close Academy, Blyth
Croftway Academy, Blyth
Esh Winning Academy, Durham
Thornley Academy, Durham
St Andrews Academy, Durham

Job Advertisement

Job Details	
Position	Teaching Assistant with 1:1 support – Temporary
Location	WISE Academies Hasting Hill Academy, Tilbury Road, Sunderland, Tyne and Wear SR3 4LY
Salary	SCP 3 – 4: £18,073 - £18,356 per annum (£24,027- £24,404 pro rata)
Hours	32.5 hours per week, Term Time plus 5 DAYS (39 weeks)
Vacancy reference	HH/279592

We are seeking to appoint a highly motivated 1:1 Teaching Assistant to join our enthusiastic team of professionals. This post is a **temporary** position to provide 1:1 support for pupils within Hasting Hill Academy.

You will perform a key role in supporting the child's learning in numerous aspects. Some aspects include working directly with the pupil, preparing resources, delivering a 1:1 curriculum and work on areas of Passport to Learning.

Our mission is to provide a high-quality educational community, which offers life-changing opportunities in a safe, creative and exciting environment. All are valued and inspired to flourish and grow as individuals. WISE Academies set high expectations for staff and students in order to meet our mission and raise standards.

The successful candidate will:

- Minimum requirements are grade 4 (C) in Maths and English at GCSE.
- Level 2 Early Years practitioner (or a willingness to work towards).
- Confidently support quality first teaching of children alongside the class teacher.
- Have good numeracy, literacy and communication skills.
- Have some knowledge of different intervention programmes, for example, precision teaching and be willing to engage in further training.
- Be willing to help with self-care skills if needed.
- Have a commitment to safeguarding and well-being of children.
- Be able to use ICT to support learning.

We can offer you:

- The opportunity to be part of a dynamic and passionate team, in the Academy and as part of WISE Trust.
- Exceptionally enthusiastic children who are eager to learn.
- Competitive Salary.
- Local Government Pension Scheme.
- 25 days annual leave rising to 28 after 5 years.
- Excellent wellbeing package including GP appointments, physiotherapy, counselling and support networks.
- Excellent training and peer support.
- A creative environment that supports and enhances our vision and inclusive ethos.

- An attractive and well-resourced school in the heart of its community.
- A commitment to managing staff workload and well-being at all times.
- Ongoing commitment to your professional development.

WISE Academies safeguards and protects its students and staff by being committed to respond in accordance with Local Safeguarding Board Procedures.

The Trust is committed to safer recruitment and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an Enhanced Disclosure Barring Service clearance. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure Barring Services.

The Trust is an equal opportunity employer and encourages applications from as diverse a group as possible.

WISE Academies will also consider carrying out an online search for all candidates to help identify any potential issues that are publicly available online.

Applicants must have authorisation to work in the UK.

You can apply online through the North East Jobs Website, go to WISE Academies Jobs and click Apply for the Teaching Assistant with 1:1 Support – Temporary – Hasting Hill Academy.

For further details, please see the supporting documents section of this advert. For any queries, please contact WISE Recruitment Team by telephone 0191 7070125 [option 5] or email recruitment@wiseacademies.co.uk

Please quote the vacancy reference when requesting additional information.

Closing date: 12 noon, Monday 23rd June 2025

Shortlisting: TBC
Interviews: TBC

Job Description: Teaching Assistant (1:1 Support)

Guidance Notes

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details	
Salary	SCP 3-4
Reporting to	Headteacher
Job Purpose	Provide 1:1 support to a pupil, preparing resources. Also providing 1:1 curriculum delivery, working on areas of Passport to learning

Duties and Responsibilities	1. Provide a high standard of physical, emotional, social and intellectual care for the pupil. 2. Support the classroom teacher to facilitate the active participation of the pupil in the academic and social activities of the school. 3. Contribute to raising standards of achievement for the pupil. 4. Contribute to the assessment of the pupils' progress and evaluate the pupil's development, keeping records as directed by the teacher. 5. Liaise with and support parents and other family members. 6. Uphold the WISE Academies philosophy and all safeguarding requirements, as well as ensuring that children are supervised at all times. 7. Assist in the provision of a high-quality environment to meet the needs of the child at each stage of development.

Support for the Teacher	1. Raise awareness to teaching staff of the strengths and weaknesses of the child. 2. Support as required with small group activities, which may/may not include the pupil, as appropriate. 3. Assist teaching staff in the monitoring, recording and evaluation of the child's progress, including providing feedback on observations undertaken. 4. Assist in the completion of learning journals. 5. Assist in the assessment of the pupil. 6. Liaise with the SENCO and teaching staff, to identify the needs of the pupil.

	7. Set up and use equipment as required to maintain the pupil's needs and support their participation in learning tasks and activities. 8. Raise the awareness of academy staff to pressures on the pupil which may result in behavioural problems. 9. Contribute to compiling and maintaining pupil records to inform future planning. 10. Assist in the review of the statement. 11. Carry out appropriate schemes of work and programmes set by the teaching staff for the child and to assist in the preparation of learning materials for this purpose. 12. Manage the planning and programming of specific educational activities for the pupil. 13. Assist in the preparation of work and other activities for the pupil in accordance with objectives set by teaching staff.

Support for the Pupil	1. Use specialist knowledge to support the pupil. 2. Support the child during small group activities to ensure the pupil and other pupils in the group make appropriate progress during the task. 3. Assist in the provision of activities for the fullest development of the pupil which may involve work outside the academy and in the local community. 4. Under the direction of teaching staff or senior colleagues, work independently with the pupil. 5. Undertake duties in connection with personal hygiene and welfare of the pupil as directed by the teaching staff. 6. Apply considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the pupil. 7. Provide safe, stimulating play to meet the social, linguistic, creative, physical, imaginative, and emotional needs of the pupil.

Support for the Academy	1. Participate in meetings to review pupil progress and report to the meeting as required, on involvement with particular pupils. 2. Liaise with educational and health specialists, and outside agencies as required. 3. Assist the academy in promoting, developing and enhancing its strategies and objectives. 4. Contribute to the academy's self-evaluation processes.

Professional Values and Practices	1. Possess high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement. 2. Treat pupils consistently with respect and consideration, and be concerned with their development as learners. 3. In line with the Trust policy and procedures, use behaviour management strategies which contribute to a purposeful learning environment. 4. Work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues. 5. Reflect upon and seek to improve personal practice. 6. Work within the Trust policies and procedures and be aware of legislation relevant to personal role and responsibility in the academy. 7. Recognise equal opportunities issues as they arise and respond effectively, following the Trust policies and procedures. 8. Build and maintain successful relationships with pupils, parents/carers and staff. 9. Assist in planning the curriculum. 10. Inform the Designated person (Child Protection) of any concerns.

Other Responsibilities	1. To safeguard and actively promote the welfare of children. 2. Build and maintain successful relationships with pupils, parents/carers and staff. 3. To carry out duties in accordance with full regard to the Trust policies and procedures. 4. Participate in schemes of assessment, professional development and review. 5. Attend meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies. 6. Be an effective role model for the standards of behaviour expected of pupils. 7. Respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act. 8. Comply with the Trust Health and Safety policies and procedures. 9. Undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities. 10. Comply with the Trust policies on equality in all areas of activity.

Generic Duties relevant to all members of Staff	
	1. Working with colleagues and other relevant professionals ● Communicate effectively with other staff members, and any key stakeholders ● Collaborate and work with colleagues and other relevant professionals within and beyond the Trust ● Develop effective professional relationships with colleagues **2. Professional development** ● Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness ● Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust ● Take part in the Trusts appraisal and performance management procedures **3. Personal and professional conduct** ● Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school ● Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality ● Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community ● Respect individual differences and cultural diversity **4. The Trust** The Mission Statement of our Trust is **WE** are a family of schools who exist to **INSPIRE** each pupil to believe in themselves so they experience great **SUCCESS** through our commitment to **EXCELLENCE**. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values All staff should act with professional integrity at all times, following the "Code of Conduct" Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required. **5. Teaching and Learning** This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required. **6. Collective Responsibility** At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy

and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with **Honesty**, **Integrity** and **Fairness** in everything we do.

7. ICT

- All staff will be expected to utilise ICT and to improve communication and reduce paper use
- Security procedures must be followed when using ICT systems
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

8. Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

9. Safeguarding

- WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

10. Data Protection

- WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification: Teaching Assistant (1:1 Support)

CRITERIA	QUALITIES
Qualifications and training	• Minimum requirements are grade 4 (C) in Maths and English at GCSE • Level 2 Early Years practitioner (or a willingness to work towards)
Experience/ Knowledge	• Ideally have experience in working with children with specific needs/SEN • Knowledge and understanding of the curriculum, age range, learning styles or SEN as determined by the SEN Code of Practice or the particular needs of the pupil • To have due regard for equal opportunities, confidentiality, child protection procedures and Health & Safety issues • To have due regard to confidentiality, child protection procedures, Health and Safety, other statutory requirements and the policies of WISE Academies
Skills and Competences	• Be able to work in line with academy policies and procedures • Be able to support the pupil in a variety of situations • Ability to work cooperatively as part of a team • Ability to support teachers in documenting children's learning and development together with basic administration tasks (e.g., Record keeping copying, displays) • Be able to support teachers in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken • Ability to assist in the assessment of individual pupils and to carry out individual observations together with a good knowledge of how children develop and learn effectively • Be able to support teachers in developing effective approaches to manage behaviour and discipline problems • Have high expectation of all pupils and be committed to raising their education achievement • Capacity to assisting in compiling and maintaining pupils' records (i.e., learning journals) • Undertaking duties in connection with personal hygiene and welfare of the pupil as directed by the teaching staff • Be able to use ICT to support learning • Be a role model for pupil in terms of appearance and behaviour • Be flexible and reliable • Active listening skills to understand the child's needs • Excellent verbal communication skills for motivating children to learn • Sensitivity and understanding for building good relationships with children
Personal Qualities	• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • Act with honesty and integrity • Patience and the ability to remain calm in stressful situations

Notes

This job description may be amended at any time in consultation with the postholder.

This role requires travel to a range of academies throughout the North East of England so the successful candidate must be able to drive and have their own vehicle to use for business purposes.

Employee Benefits

Access to teachers pension for teaching staff

Access to the Local Government pension for support staff

Generous annual leave, starting at 25 days and increasing to 28 days after 5 years

Flexible work arrangements, appropriate to the role

Employee assistance programme to help with mental health issues or other personal problems

Termly staff recognition awards in every school

Professional development opportunities for all staff: career pathways and professional growth

Wellbeing at the forefront: wellbeing charter, mental health first aiders and carers leave

Access to Blue Light discount

Staff Testimonials

We are proud to provide opportunities of growth and progression for our staff. We have a committed People team that ensures every employee has opportunities to thrive. We have employee engagement forums and staff recognition systems in place to make sure all members of staff are heard and know they are valued.

Katrina DiGirolami

Trust Early Years Lead

" WISE Academies has been extremely supportive of my career progression in several ways including professional development opportunities to help me to develop my skills and knowledge further. Learning and development is encouraged, prioritised and celebrated across WISE. "

Karina Quinn

Class Teacher Malvins Academy

" I started my journey as a Teaching Assistant with a qualified teacher status with the aim to teach. From the start, I have been mentored by experienced staff, signed up for training to further improve my practice and given opportunities to both tutor small groups and teach in class across the school and I now continue to be supported as I start my role as Class Teacher. "

Lindsay Watson

Trust Business and Projects Officer

" Having worked as a primary school teacher for 10 years, when I made the decision to change my career path and move to an administrative role, I wanted the opportunity to continue working within primary education. WISE Academies has allowed me to progress my career in such a role, drawing upon my teaching experience and utilising existing skills whilst also developing new skills and knowledge as part of the MAT's central team as a Business and Project Officer."

Staff Satisfaction