

Holy Trinity CE Primary School – Vacancy Advert

Role	Teaching Assistant
Position Start Date	Monday 2 November 2026
Position End Date	On the return of the substantive post holder
Employment Type	Fixed term contract. Maternity Cover Variable Hours Approximately 30 hours per week, term time only.
Pay Range:	Band 2 £24,796 - £28,185 (pay award pending) FTE £16,847 - £17,112 pro rata (30 hours per week)
Closing Date	Wednesday 23 September 2026, noon

Holy Trinity CE Primary School is looking to appoint an enthusiastic highly motivated and caring teaching assistant to join our dedicated team as soon as possible. The successful applicant should be conscientious and hardworking. They should share our school vision of - [inquisitive thinkers, challenge seekers, kind hearts](#). They will be part of a small but hard-working team and have the backing of supportive staff, parents and governors.

The position will be to work with children across the school. The role will be as a Band 2 teaching assistant working alongside a class teacher to enable the children to achieve the most that they can from their learning.

The successful candidate will –

- Have good numeracy, literacy and communication skills.
- Have the knowledge understanding and skills to support in school.
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved.
- Have the ethos and philosophy to build good relationships with children and parents, support daily routines in a stimulating and creative setting and help to provide rich experiences to enable our children to become effective learners.
- Have a commitment to the safeguarding and wellbeing of children.
- Work alongside our teaching staff to play an important part in helping children get the most out of their learning.
- Be committed to working as part of a team and able to interact well with both children and adults and have a record of good attendance and punctuality.

In return, we can offer you the chance to join a successful school who is passionate about each and every child and providing them with rich opportunities to build increased self-confidence and to love learning. Our school is an inclusive school with enthusiastic and friendly children and a dedicated hardworking staff and governing body. We provide an educational experience where children can flourish and develop as a whole person. We have high expectations and we all care greatly about our children, building excellent relationships with them treating them as individuals. Further information about the school can be found on our website.

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 Activity and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Child Protection Policy and Employment of Ex-Offenders Policy can be found on the [school website](#).

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

Visits to the school and informal discussions prior to interview are encouraged. Please contact the school office to arrange an informal tour and discussion with the Headteacher.

Application packs are available on request from the school directly via email admin@holytrinity.northumberland.sch.uk or by telephone 01289 306142. Only applications on an official application form will be accepted.

Completed application forms should be returned directly to the school by noon on Wednesday 23 September 2026 either by email to admin@holytrinity.northumberland.sch.uk or should be posted or hand delivered to the following address:

For the attention of:
Mrs S Kenny,
Holy Trinity CE Primary School,
Bell Tower Place,
Berwick-upon-Tweed,
TD15 1NB