



Marine Park First School

Headteacher: Mr S Easton

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September 2026

Dear Applicant,

POST OF TEACHING ASSISTANT – MARINE PARK FIRST SCHOOL

Thank you for expressing an interest in the Teaching Assistant vacancy at Marine Park First School.

Marine Park is a purpose-built PFI school on an extensive coastal site in Whitley Bay, North Tyneside. It is the largest first school in North Tyneside, serving up to 520 pupils from a wide catchment area. Our ethos is built on excellence, enjoyment and strong community values.

We are seeking to appoint a Teaching Assistant to join our team and help us provide the exceptional education, safety, welfare, wellbeing and behaviour support that we strive to achieve for every pupil. You will work collaboratively with our positive staff team, supportive governing body and, above all, our children.

The position will commence in November 2026 and will be fixed-term until August 2027 in the first instance.

Likely work pattern for the successful candidate:

- 16.25 hours per week (12.45 p.m.–4.00 p.m., 5 afternoons per week), term time only

The position will be in EYFS.

What will the successful candidate be required to do?

Support Pupils

- Supervise and provide support for pupils, including those with SEND, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress, as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and any concerns.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and assessments and undertake routine marking of pupils' work.
- Provide clerical/admin support, e.g. photocopying, display, typing, filing work and records, and handling money.

Support the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy and early years, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Assist the supervision of pupils out of lesson times including playtimes, before and after school and at lunchtime, as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher.

What qualifications, experience and/or skills do you need?

- Teaching Assistant Qualification or equivalent/higher qualification.
- Experience of working with pupils in a school, particularly pupils with SEND.
- The ability to build good working relationships with both pupils and adults.
- Good organisational skills.
- The ability to manage groups of pupils and deal with challenging behaviour.
- Good reading, writing and numeracy skills.
- Ability to work collaboratively with a positive staff team, a supportive governing body and, above all, engaging children.

Marine Park First School is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and provide two fully supportive references from current employers or placements. As part of our safer recruitment practice, and in line with Keeping Children Safe in Education, we will undertake an online search for all applicants shortlisted for interview.

If you are enthusiastic about supporting children's learning and development and would like to join our friendly and committed team, please return your application form by post, by hand to the school office or by email to Info@marineparkfirst.org.uk. Late applications will not be considered. We look forward to receiving your application by 3.15 p.m. on Monday 12 October 2026.

Yours sincerely

Mr S Easton
Headteacher