UTC SOUTH DURHAM

LEARN DESIGN MAKE

Teaching Assistant Application Pack

Founding Members of UTC South Durham

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lifechanging

University of Sunderland

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Message from the Principal

Thank you for your interest in the role of Teaching Assistant. The chance to be a part of a rapidly expanding innovative education establishment is very rare and this is a wonderful opportunity. As a key member of a small team you will support the culture of the organisation.

The education system tends to separate students into those who are academic and those who are vocational. I see no reason why talented young people, both boys and girls, who are interested in STEM subjects, cannot gain academic qualifications, build technical expertise and develop core skills through real experience in businesses. We call this our Student Leaver Profile and the focus of the UTC education is to ensure that students are Career and Life Ready.

We were the first university technical college in the North East and already play a significant role in the provision of education and skills for the engineering and manufacturing industry in the area. Our business sponsors, Gestamp Tallent and Hitachi Rail, are two of the biggest and most influential engineering employers in the North East. The University of Sunderland has a proud record of combining educational excellence with a deep commitment to careers and the well-being of the local area.

The founding partners, five years into our journey and success, are fully committed to the UTC and are demonstrating that in their level of support.

We have tried to give you a clear picture of our aspirations for the UTC in this pack and additional information can be found on our website www.utcsouthdurham.org.

Joining UTC South Durham will be an excellent opportunity for the right person. If you think you are that person we look forward to receiving an application from you.

Yours sincerely



Tom Dower
Principal
UTC South Durham



Job Advert

Teaching Assistant

Job title: L2 Teaching Assistant

Employer: The Durham UTC Ltd

Responsible to: SENCo

Salary: Teaching Assistant Level 2 pay scale: SCP 3 - 5, £25,614 to £26,429 depending on experience. Pro rata term time only (FTE 0.806 SCP 3 – 5 £20,644 to £21,301)

Terms: 34.25 hours p/w, part time considered. Term time only, Fixed term to August 2027, with possible contract extension or permanent role.

We are looking to appoint a highly motivated Level 2 Teaching Assistant, ideally with experience of working with children with special education needs, in particular ASC and SEMH. This person will report to the SENCo and will have an understanding of Autism and anxiety and the challenges that this brings for young people.

You will ideally hold a Level 2 teaching assistant qualification or higher. You will have experience of working with, and supporting, young people in an educational setting and will preferably have experience of providing support for SEN students and be confident in meeting their needs. You will have an understanding of the National Curriculum and an interest in the STEM subjects. Most importantly you will have a passion for working with young people with additional needs and be a positive and enthusiastic team player.

The Teaching Assistant role entails working with students who have SEND needs, both in an intervention capacity and supporting in class. This may be on a 1 to 1 basis, or working with small groups of students. You will be responsible for supporting identified students throughout their school day and acting as a mentor and coach. This will include meeting the student briefly before school to ensure readiness for the day ahead and checking in throughout the day. You will help the student to progress socially and academically by working closely with a supportive SEND team, as well as other school staff. You will be expected to feedback to both the class teachers, SENCO and parents / carers about the child's progress and general wellbeing.

It is a role that requires a clear understanding of the UTC's ethos and values which includes our Student Leaver Profile. The Student Leaver Profile encompasses three elements which include knowledge, experience and core skills and all UTC staff are expected to contribute in developing these with our students.

This role involves effectively working with all stakeholders and embracing the unique qualities of the UTC as a progressive learning environment. It is a role that requires an individual that demonstrates flexibility, adaptability and a range of practical and people skills. All of the above is aligned with the Student Leaver Profile.

You will work 34.25 hours per week, between 8am and 5pm, your working pattern and associated hours of work will be agreed with your line manager.

Our Student Leaver Profile



The Student Leaver Profile is the cornerstone of our values, ethos and culture. It was created by our wider community of staff, students, parents, community and business leaders. We have an aspiration that all students leave us with an outstanding academic and technical knowledge and understanding, fantastic professional and career experiences and a well-rounded set of core skills ensuring that they are career and life ready.

Excellence
We strive for excellence in all that we do with every activity focused on providing an outstanding academic and practical technical education for students.

Innovation
We are inspired by and enthusiastic about science, technology, engineering and maths. We encourage our students and staff to experiment, invent and pioneer new technology, products, processes and learning methods.

Collaboration
We encourage partnerships amongst students and with employers, education providers and community groups, enabling students to develop core skills, form close links with businesses and prepare for their future careers.

Accessibility
We welcome to our community people from different backgrounds, gender, abilities and locations. All students, irrespective of their starting point, thrive and progress to meaningful education, employment or training.

Integrity
We expect high standards of our students and staff and we show mutual respect to others reflecting the UTC's ethos as a grown-up place to learn.

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Staff – Principles and Expectations

All staff of the UTC are expected to:

- Model only the highest of standards in relation to work ethic, behaviour, dress code and conduct.
- Demonstrate personal and professional integrity, promoting the vision and values of the UTC.
- Enable a climate that engenders personal growth and success for all staff and students.

About the Founding Members

The UTC has been set up and is governed by three leading regional organisations:

University of Sunderland
The University of Sunderland is one of a new generation of civic universities, innovative, accessible and outward looking, with global influence and remarkable local impact. Excellent teaching, internationally recognised research and an extensive business engagement portfolio all contribute to the University's success.

Hitachi Rail
Hitachi Rail is one of the most significant inward investors in County Durham. The company is a total railway system supplier offering rolling stock, traction equipment, signalling, traffic management systems and maintenance depots. Hitachi draws on many years of experience as a leading supplier of metro, commuter and high-speed trains such as the Shinkansen (bullet train) for the Japanese and international markets. The manufacturing and assembly plant in South Durham was developed to support the Department for Transport-led Intercity Express Programme and future Hitachi projects.

Gestamp Tallent
Gestamp Tallent Ltd is part of Gestamp Automocion, an international group dedicated to the design, development and manufacture of metal components and structural systems for the automotive industry. Today, Gestamp Automocion is present in 22 countries, has 95 production centres across the world and employs over 25,000 people. In line with the demands of global customers for a global supply network, Gestamp is a truly international business, but the British operation has remained as robust as ever. As one of the five plants within the UK, the Newton Aycliffe plant is one of the region's largest employers with a workforce of over 1,000 people.

How to Apply

Applicants are required to submit an electronic UTC South Durham application form Part 1 and Part 2 which is downloadable from www.utcsouthdurham.org/vacancies. Applications should be returned to jobs@utcsouthdurham.org by the closing date.

Closing date: Noon on Monday 19th October 2026
Interviews: Thursday 22nd October 2026

To arrange an informal discussion, please email:
jobs@utcsouthdurham.org
Further information and application form is downloadable from:
https://www.utcsouthdurham.org/home/staff-information/current-staff-vacancies

No agencies please.

Job description

UTC South Durham Teaching Assistant

1. Teaching Assistant

- To support the student both in the classroom and when necessary in a 1 to1 setting
- To liaise with classroom teachers, and the SEND support team to provide appropriate preparation and support for teaching and learning to enable the student to make expected progress
- To deliver 1 to 1 and small group interventions in areas such as social communication skills, self-esteem and preparing for adulthood.
- To maintain regular contact with parents, providing feedback and working together to overcome obstacles to attendance
- To meet the student at the start and end of the day to review and reflect on learning and progress
- To set challenging appropriate expectations and to promote self-esteem and independence
- Promote a good attitude to learning for students, dealing promptly with disruption or conflict in line with the UTCs code of conduct, encouraging students to take responsibility for their own behaviour
- To assist with student supervision at breaks and lunchtime
- To assist in the upkeep of simple records and the student file, including input into reports and SEND planning documentation
- To have an awareness of relevant legislation, policies and practice in relation to SEND and to respond to any changes
- Attend and participate in relevant meetings as required
- Accompany teaching staff and students on visits, trips and out of school activities as required.

2. Additional duties

- Support the safeguarding activities of the UTC
- Promote the UTC's values and Student Leaver Profile with staff, students, parents and external agencies
- Treat students as young adults, show them respect and earn theirs
- Promote the Student Leaver Profile through discussion with students and by modelling the core skills of the profile
- Be efficient with resources and mindful of waste to ensure value for money
- Act with integrity and ensure a high standard of care and safeguarding for all our students
- Be aware of and comply with health and safety rules and legislation, ensuring the safety of students, staff and visitors at all times
- Act in compliance with data protection legislation in respecting the privacy of personal information
- Comply with the principles of the Freedom of Information Act 2000 and GDPR in relation to the management of UTC records and information
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC

Person specification

Level 2 Teaching Assistant

Training and qualifications	Essential	Desirable	Evidence
Appropriate level 2 qualification		√	Sight
GCSE / Level 2 Maths and English qualifications	√		Sight
Undertaken relevant CPD		√	Application

Experience	Essential	Desirable	Evidence
Experience of working in a school or educational environment		√	Application/reference
Experience of working with young people with SEND, preferably in a secondary school / college environment		√	Application/interview
Experience of working with young people with Autism and / or SEMH difficulties, particularly overcoming anxiety		√	Application/reference/ interview
Ability to demonstrate knowledge of strategies that can be included to promote inclusion	√		Application/reference/ interview
Experience of assessing pupil progress, and assessing the impact of intervention programmes		√	Application/reference/ interview

Core Skills	Essential	Desirable	Evidence
Communication			
Ability to establish and develop professional and effective relationships with adults and young people	√		Application/ Interview
Outstanding communication skills both written and oral that are delivered professionally and appropriately	√		Application/ Interview
Excellent interpersonal skills and builds positive relationships with staff, students, business and all stakeholders	√		Application/ Interview
To listen carefully to others and actively respond in a professional manner	√		Application/ Interview

Organise			
To be punctual and be able to organise, prioritise and meet deadlines	√		Application/ Interview
To help to set and prioritise personal, educational and professional learning goals and plan how achieve them	√		Application/ Interview
To actively take responsibility for our own learning in relevant areas of SEND; use initiative; ask questions; seek help when needed	√		Application/ Interview
Work efficiently and accurately	√		Application/ Interview
Excellent ICT and organisational skills	√		Application/ Interview
Persevere			
To be willing to move outside of comfort zone in order to develop, deepen and promote successful outcome .	√		Application/ Interview
To always apply full effort and drive towards success, even if not always successful first time	√		Application/ Interview
To approach situations creatively, take pride in our work and produce to a high standard	√		Application/ Interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Application/ Interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/ Interview
Reflect			
To welcome feedback & apply it positively to improve our work and ourselves	√		Application/ Interview
To provide opportunities for the young person to reflect on their successes and otherwise, developing strategies for improvement where needed	√		Application/ Interview
To evaluate personally and seek others opinions to improve	√		Application/ Interview
To take critique and learn from it to set future goals	√		Application/ Interview

Collaborate			
Able to work as part of a wider team with a flexible approach to the role	√		Application/ Interview
To help others to achieve by encouraging them and supporting them academically, emotionally and professionally	√		Application/ Interview
To adapt to different ways of working, to work hard and strive to achieve team goals	√		Application/ Interview
To share responsibility for outcomes and contribute to planning and goal setting	√		Application/ Interview
Respect			
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/ Interview
Committed to equality and diversity	√		Application/ Interview
Honesty, integrity and professionalism	√		Application/ Interview
To act with integrity at all times and be mindful of how actions can affect others.	√		Application/ Interview
To be compliant with the rules and routines of the college, community and workplace.	√		Application/ Interview
To take care of resources, materials and environment and use them safely and responsibly	√		Application/ Interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check
Full driving licence with access to a car to use for work purposes		√	Sight
Two satisfactory references from current and previous employers	√		References

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.