

September 2026

Dear Candidate

Thank you for your interest in the Band 2 Teaching Assistant post being advertised at Sele First School. The successful candidates will take up post as soon as possible, subject to satisfactory references and clearances. The post is a fixed term contract, until August 2027, to support SEND in Early Years.

The successful candidates will be employed on a fixed term contract working 30 hours per week; term time only. The working hours will be 8.45am – 3.15pm, Monday to Friday.

The posts will involve 1:1 and small group work to support the school to be able to meet the individual needs of children. Experience and ability to manage challenging behaviour is desirable. The successful candidates must be flexible in the ability to work across school. Having a good understanding of how early reading is taught and a good understanding of Maths concepts would be supportive to this role.

The post will be subject to supporting references and safeguarding checks including an enhanced criminal records check and an online search.

All staff benefit from a full and detailed programme of training. Continuing personal and professional development is high on our agenda. Parents, staff and governors work together in the spirit of partnership to benefit and support all our children. We strive to provide high quality provision.

If you wish to apply for this post please complete an application form; leave the personal statement section of the form blank and submit a separate covering letter stating areas of interest and expertise, and addressing the relevant points in the person specification. Your name should be written on the bottom of each separate sheet included. CVs are not acceptable, as all the statutory information must go on the application form.

Please note: Candidates should read the attached person specification and job description very carefully. Shortlisting is based on relevant points in the job description and criteria set out in the person specification.

Sele First School takes the Safeguarding of children seriously. If you are successful at the interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure Barring Service before we can proceed with the appointment. This is achieved by meeting with the Head Teacher at a pre-arranged time and filling in a disclosure form. The purpose of the meeting is also to discuss any convictions, spent or otherwise, that may come up. Forms are then forwarded to the DBS. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis. In addition, thorough identity checks will be carried out including checks of all qualifications declared.

The closing date for applications is 12.00pm on Friday 23 October 2026. Interviews will take place the week beginning 26 October.

Applications should be addressed and returned jobs@sele.northumberland.sch.uk or posted to Steph Milburn, Headteacher, Sele First School, Hexham, Northumberland, NE46 3QZ
I look forward to hearing from you.

Yours sincerely

Steph Milburn
Headteacher