Greenfield Academy



Teaching Assistant

Start Date: ASAP

Every **Child**, Every **Opportunity**, Every **Day**

Welcome from the **Headteacher**

A very warm welcome to Greenfield Academy. My name is James Keating I am very privileged to be the Executive Headteacher of the Academy. This is an exciting time for everyone connected with Greenfield. We have just become an Academy and joined the Advance Learning Partnership Multi Academy Trust. In addition to this we have also secured funding for a completely new state of the art school building scheduled to be opened for Autumn Term 2026. We all look forward to moving into this facility and know it will support the development and achievement of all our children now and in the future.

Greenfield Academy is an ambitious caring school where we seek to give every child, every opportunity, every day.

We have high expectations of our pupils to consistently make positive contributions through the promotion of respectful purposeful learning habits. This is underpinned by our expansive curriculum and our lasting commitment to the Arts. Children study traditional academic subjects at Greenfield alongside the Vocational subjects, Arts, Physical Education Dance and Technologies.

Our pupils benefit from a wide extra-curricular programme. We encourage our pupils to throw themselves in whole heartedly into all activities they can and make their time with us as varied and enjoyable and challenging as possible. We have excellent Physical Education and performing Arts facilities and utilise these to the maximum. Children at Greenfield Academy take part in recreational and competitive sports, performing Arts productions and academic clubs and societies.

At Greenfield we are also passionate about developing the whole child: supporting our pupils to grow and flourish whilst they are with us into the young adults to world needs today. We have a responsibility to ensure that they have the knowledge, understanding and skills that will support them to be successful citizens in the future, young adults who know how to transition into further and higher education, know how to effectively function in an ever-changing world of work and know how to keep themselves physically healthy, mentally healthy, and socially safe. Children and adults at Greenfield Academy are proud, ambitious and kind. These are our common values that we use in all our interactions.

Our school ethos is to offer ‘every child, every opportunity, every day’. We aim to provide the best educational experience for each child at our school which includes excellent teaching and learning; strong personal development and is under-pinned by high quality pastoral care. We have high expectations of ourselves and that is applied to all our children because they are here to learn and to be the best versions of themselves. We are proud of our school and will ensure we do all we can to recognise and celebrate individual achievements.

Staff at Greenfield are passionate, hard-working, and truly child centred.

James Keating
Executive Headteacher

Welcome from the **Head of School**

Thank you for considering a role at Greenfield Academy which is a truly comprehensive school entirely dedicated to providing ***every child, with every opportunity, every day.*** Joining the Greenfield family is a privilege as we are a team of staff who pull together, work hard and are ambitious for the children in our care. We pride ourselves on the care, guidance and support we give to our children which in turn will enable them to become well-rounded citizens, armed with the knowledge and skills required to be successful in the wider world. I would urge you to make an appointment with myself to visit the school should you be interested in working with us so that I can answer any questions, show you around and discuss our exciting future developments at the school.

If you share in our ethos and values and wish to be part of our exciting journey, I look forward to hearing from you.

Amy Aspland
Executive Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The **SEND** Department

At Greenfield Academy, our ethos is simple: Every child, every opportunity, every day. We are committed to ensuring all children feel valued, supported, and empowered to achieve their very best. As an inclusive school, we believe that every teacher is a teacher of SEND, and our specialist team works closely with staff across the academy to make learning accessible, engaging, and ambitious for all.

We are excited to expand our highly skilled SEND department and are seeking a compassionate, proactive Teaching Assistant who shares our belief that every child deserves the chance to flourish. In this rewarding role, you will support children with a range of needs, helping them build confidence, develop independence, and access the full richness of school life.

If you are enthusiastic about making a meaningful difference and want to be part of a team that puts children at the heart of everything we do, we would be delighted to hear from you.

The **Person**

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Displays an ability to lead and motivate a team and foster a culture of collaboration.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job **Description**

JOB TITLE	Teaching Assistant
CONTRACT TYPE	Temporary (1 year) Term Time Only
ACCOUNTABLE TO	Line Manager / Senior Leadership Team
GRADE	Grade 3 SCP 4-6
SALARY	Actual - £22,513.87 - £23,232.54
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

SPECIFIC **RESPONSIBILITIES** OF THIS POST

RESPONSIBILITIES FOR TEACHING ASSISTANTS

- To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all students.
- To work 1:1 or in small groups with one or more students with special educational needs or disabilities in order to promote the progress and wellbeing of those students.
- To encourage the participation of students in the social and academic processes of the school and enable students to become more independent learners.
- To undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of pupils and the classroom.

RESPONSIBILITIES FOR ALL LEARNING SUPPORT POSTS

- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils.
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils.
- Under the guidance of a teacher monitor, assess and record pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements.
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate.
- Support pupils with SEND needs as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures.
- Contribute to pupils plans and reports.
- Support the work of volunteers and other teaching assistants in the classroom.
- Support the use of ICT in the curriculum.
- Work with pupils not working to the normal timetable using Teacher's planning.
- Undertake pupil record keeping and maintenance of records as requested.
- Invigilate examinations and tests.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant.
- Maintain a clean, safe and tidy learning environment.
- Support children's learning through play and planned learning activities.
- Support pupils in developing and implementing their own personal and social development.
- May be asked to administer medications subject to agreement and in line with school policy.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Provide whole school basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations.
- Monitor and manage stock and supplies for the classroom.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person **Specification**

Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	A Teaching Assistant qualification at NVQ Level 2 or its equivalent or commitment to further study.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	First Aid trained or willingness to train.	*	
	Ability to use ICT as a learning tool.	*	
	Commitment to further study including any in-service training during the last three years.	*	
Experience	Ability to demonstrate high standards student support.	*	
	Knowledge of a wide range of SEND difficulties and their impact on learning.	*	
	Knowledge of the use of data to inform planning, measuring progress and to aid target setting and improving performance against identified outcomes.		*
	Experience of multi-agency working and liaison with outside agencies and the Educational Psychology Services.		*
	To have knowledge or experience of 'Restorative Practices' to resolve issues with students.		*
Qualities & Values	A drive to make learning fun, engaging and exciting.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	A commitment to promoting inclusion.	*	
	Ability to provide and present evidence for statutory assessment and annual reviews.	*	
	Ability to provide advice to school staff and liaise with parents/carers.	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	
	To embody the values and ethos of the Trust.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application **Guidance**

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 23rd November 2026 addressed to:**

Greenfield Academy
Greenfield Way
Newton Aycliffe
County Durham
DL5 7LF

or by e-mail to the School Reception, **contact@greenfieldschool.net**

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate **Guidance**

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. Section 311. KCSIE 2026.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.