

Level 3 Teaching Assistant

Pennyman Primary Academy

'To transform children's life chances.'

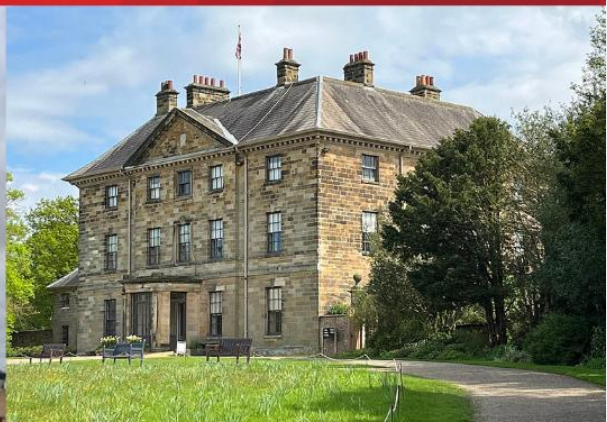
Job Ref: PPA407

TEES VALLEY EDUCATION
www.teesvalleyeducation.co.uk

Every Child, Every Chance, Every Day
Pennyman Primary Academy







Introduction

Tees Valley Education's foundation and journey to date

Tees Valley Education Multi-Academy Trust (TVEd) was established in 2015, building on five years of successful collaboration between Brambles and Pennyman Primary Academies. This partnership laid the foundation for a trust committed to excellence in education and community impact. Later that year, Dormanstown joined the trust, further strengthening its reach and capabilities. In 2018, Wilton Primary Academy became part of the trust, marking another significant milestone in its growth.

That same year, TVEd proudly opened Discovery Special Academy, the first free school in Middlesbrough, providing tailored education to children with special educational needs. In August 2022, Discovery Special Academy transitioned into a state-of-the-art, purpose-designed building, enabling the expansion of its provision to include secondary-age children.

2025 is a milestone year for the Trust as it proudly marks its 10th anniversary. Over the past decade, the Trust has dedicated itself to fostering positive change and making a meaningful impact in the community. This special anniversary offers an opportunity to reflect on its achievements, celebrate the partnerships and support that have made them possible, and renew its commitment to building a brighter future. The Trust looks forward to continuing its journey towards leaving a 100-year legacy of innovation, growth, and service for generations to come.





Letter From Katrina Morley OBE

- Chief Executive Officer Tees Valley Education Trust



Dear Applicant,

Thank you for expressing your interest in joining Tees Valley Education Trust.

At Tees Valley Education Trust, we hold a steadfast belief that excellence is a birthright. Every child, regardless of their circumstances, deserves access to a world-class education. Our academy Head Teachers operate in an atmosphere of trust, honesty, and integrity, underpinned by an unwavering commitment to excellence for all children and young people. As a Trust, we embrace a philosophy of "no excuses or barriers" in education, ensuring that every child has the opportunity to thrive.

Our academies are located in areas of significant deprivation, and we are passionately committed to the transformative power of education in changing lives. By joining us, you will become part of a brilliant and dedicated team. Across our Trust, all staff—regardless of role—work together with a shared vision: to transform children's life chances.

We are equally committed to supporting our staff. At Tees Valley Education Trust, we ensure that our leaders and teachers have the time and resources to fulfill their professional duties and responsibilities. We offer a vibrant, supportive, and friendly atmosphere where you will be encouraged to develop both personally and professionally.

Enclosed with this recruitment pack, you will find the job advert, job description, person specification, safeguarding information, and guidance on how to apply. If you wish to apply, please ensure that you complete the application form in full. Kindly note that we do not accept curriculum vitae; only information provided in the application form will be considered.

Thank you once again for considering a position with Tees Valley Education Trust. We look forward to receiving your application.

Yours faithfully,

Katrina Morley OBE
Chief Executive Officer
Tees Valley Education Trust

Strategic Partners

The Trust is committed to excellence and innovation, we therefore, invest heavily in a range of strategic partnerships. These are designed to:

- Maximise progress and entitlement of all children and young people
- Support continuous staff development
- Offer community and social impact, at scale
- Collaborate with and engage in a range of research and learning partnerships
- Lobby, influence and contribute to regional and national policy
- Contribute to a 100-year legacy around the Trust USP's – SEND & Inclusion, The Arts and STEM

PTI

Schools North East

SSAT

Teesside University

Ambition Institute

IQM

Chartered College of Teaching

Fair Education Alliance

Apple

PIXL

Whole Education

Forum Strategy

View all Strategic Partners here



Mission & Values

Mission

Our mission is to deliver educational excellence for all of our children by fostering a culture of creativity, curiosity, care, courage and commitment.

Vision

'To transform children's life chances'

Diamond Standards

Commitment

To be dedicated, hard working and always try our best.

Courage

To be adventurous, bold and brave

Care

To be kind to ourselves, each other and our communities.

Curiosity

To be inquisitive, excited and explore.

Creativity

To use our talents to imagine, innovate and inspire.

TVEd Staff Charter



Complimentary refreshments for staff



Free annual flu vaccination available for all staff upon request



Trust and academy deadlines are publicised well in advance



Sensible pragmatic approach to data collections



Dedicated planning, preparation and assessment (PPA) for all teaching staff



Wellbeing service free for all staff including counselling, life style support and medical referrals



Dedicated space for teaching and learning



Open door policy



A range of staff social, sports and fun sessions including team celebrations



Opportunities for professional development through excellent CPD support



Constructive and research based approach to drop ins and lesson observations within a learning community



Communication policy to protect time outside of the academy



On site parking



End of term team celebration events



Diamond Standards to celebrate all staff who have excelled in one if not all of the 5C's



Dedicated staff room and facilities



Always well informed with all elements of school life through regular communications



Staff are recognised for their over and above contribution they make in line with existing policies

ADVERTISEMENT

Status: Permanent
Required: As soon as possible
Salary: NJC Point From SCP 12 to SCP 15 (FTE £29,542 - £31,015), pro-rata (£25,523 - £26,796)
Hours: 37 hours (full time), Term time only (TTO) + 5 PD Days
Reporting to: Headteacher
Academy: Pennyman Primary Academy, Fulbeck Road, Middlesbrough, TS3 0QS

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (3 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (2 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

About the role we are looking to appoint:

Pennyman Primary Academy is a larger-than-average primary school and a mainstream academy with a specialist designated unit for children with complex physical and medical needs, alongside associated communication and learning needs. The academy was originally formed through the amalgamation of mainstream and specialist provision. This post will primarily support pupils within our mainstream school.

We are seeking to appoint a dedicated, proactive, enthusiastic, and reliable Level 3 Teaching Assistant to join our committed and supportive team.

As a Level 3 Teaching Assistant, you will work closely with class teachers to support teaching and learning, helping pupils achieve their full potential. You will provide targeted support to individual pupils and groups, enabling them to access learning, develop confidence, and make positive progress.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hardworking, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies

- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager
- Free access to the Trust's Wellbeing offer, which includes counselling, access to ab out of hours GP and Mindfulness.
- Benefits of the Trust's Staff Charter which can be found at TVED Staff Charter.

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION

To work with teachers to support teaching and learning, providing support to the teacher in an aspect of the curriculum such as the early years framework, age range or additional needs. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and assessment cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g. short-term absence of teacher) or for regular short periods with teacher's planning provided.

MAIN DUTIES AND RESPONSIBILITIES

- Use skills/ training/ experience to support all pupils
- Promote the inclusion and acceptance of all pupils
- To work with the classes, small groups and individuals to support teaching and learning, directed by the class teacher
- Work with the teacher to establish an appropriate learning environment
- Supports the adaptation of learning activities prepared by the teacher.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording
- May track basic progress with input of teacher assessments
- Level 3 TA's may also supervise whole classes occasionally (e.g. short-term absence of teacher) or for regular short periods, with teacher's

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording
- of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required to the teacher; on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake feedback/marking of pupils' work, recording achievement/progress as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher
- Provide general resource support and ensure the learning environment is in good order e.g. photocopying, preparation of classroom resources, displays and good classroom organisation

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement agreed learning strategies/curriculum activities and make effective use of opportunities to support the development of relevant knowledge and skills
- Help pupils to access learning activities through targeted support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE ACADEMY

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Understand and fully implement the academy's Positive Behaviour Management Strategies
- 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 academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Supervise whole classes occasionally with teacher's planning provided
- Undertake delivery of extended schools provision e.g before and after school

SAFEGUARDING

- All staff must adhere to the Trust's safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.

ADDITIONAL RESPONSIBILITIES

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. These may include:
- to work flexibly between the hours of 8am and 6pm including weekends.
- to work across the Trust if required.
- to undertake additional training e.g. first aid, Positive Handling.

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 procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the line manager.

Signed (Employee)		
Date:		
Signed (on behalf of employer):		Name and Role:
Date:		

PERSON SPECIFICATION
Level 3 Teaching Assistant

QUALIFICATIONS	E/D
GCSE grade C or above in English and Mathematics (equivalent qualifications considered)	E (1)
NVQ level 3, or equivalent in a relevant area	E (2)
EXPERIENCE	
Experience of working with pupils in a classroom environment	E (3)
Experience of supporting the delivery of learning tasks to groups of pupils	E (4)
Experience of supporting pupils with academic and pastoral development	E (5)
Experience of supporting pupils in Upper Key Stage 2	E (6)
Experience of delivering learning to whole classes	D (1)
Experience of recording children's learning	D (2)
KNOWLEDGE, ABILITIES AND SKILLS	
Ability to relate well to children	E (7)
Working knowledge of implementing the national curriculum or Early Years statutory framework	E (8)
Good understanding of child development and learning processes	E (9)
Ability to support the provision of a stimulating, organised and educationally rich learning environment	E (10)
Full working knowledge of relevant polices/codes of practice/legislation	E (11)
Have a working knowledge of how technology can be used to support learning	E (12)
Ability to work as part of a team, following instructions and on own initiative, leading when required	E (13)
Good communication skills, including the use of standard English	E (14)
Ability to use time effectively to enable work to be prioritised and for deadlines to be met	E (15)
Ability to relate well to parents/carers and the wider community	E (16)
Knowledge of the concept of confidentiality	E (17)
Commitment to safeguarding and protecting the welfare of children and young people	E (18)
Ability to assess pupils' development	D (4)
Be able to plan/deliver structured learning and after school activities successfully for individuals and groups of children	D (5)
Experience of delivering interventions and being able to provide feedback on progress	D (6)
First Aid certificate (including pediatric)	D (7)
Knowledge of early childhood development	D (8)

AM (Assessment Method), A- Application Form, I – Interview, R – Reference, E – Essential, D - Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to pennyman@tved.org.uk - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Katie Wakelin Senior Academy Business Manager.

Tees Valley Education
C/O Pennyman Primary Academy
Bungalow
Fulbeck Road
MIDDLESBROUGH
TS3 0QS

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please contact the academy office on 01642 221156 to arrange a visit.

For your information, the recruitment timetable is detailed below:

Closing date:	23rd November
Shortlisting date:	23rd November
Interview date:	30th November.
Contract start date:	ASAP

UK General Data Protection Regulation - Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: http://www.teesvalleyeducation.co.uk.

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk