

Chantry Middle School

Teaching Assistant/Library Assistant

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Chantry Middle School

Chantry Middle School, is a very popular school situated in Morpeth, Northumberland, with currently 550 students on roll.

As part of the Cheviot Learning Trust, we work closely with the other schools in the trust to ensure the quality of provision is the highest possible for the young people in our schools. The school has a wide catchment area which includes the market town of Morpeth and the surrounding area.

Chantry Middle School promotes an ethos of fulfilment, individual value and enjoyment, we acknowledge that our young people are individuals who possess differing strengths but who have a common entitlement. It is our aim to ensure these individual strengths have every opportunity to flourish and thrive. Our dedicated and talented staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education, delivering a broad and balanced curriculum and cater for a wide range of interests through an extensive enrichment and extra- curricular programme.

The vision, principles and expectations of Chantry Middle School are reinforced through our 'core values' which stand at the very heart of all that we do. These values are woven through all aspects of school life. Students at Chantry Middle School enjoy a rich and varied programme of activities which extends their experience across many aspects of the curriculum. This wider enrichment provision is an important part of the learning experience that we provide for students and we are proud of both the breadth of this offer and the way that the students engage with all opportunities that are provided for them.

We are rightly proud of our school and all that we achieve together and we look forward to meeting and working with you.

Mr Glen Whitehead

Headteacher



Job Advert

Chantry Middle School
Part of the Cheviot Learning Trust
Headteacher: Mr Glen Whitehead

Job Title: Teaching Assistant
19.5 hours per week, term time plus 5 additional days.
Band 2 £24796 per annum, pro rata salary
Approximately £11272.27 per annum
Closing date: 28/11/2025

We are looking to appoint a dedicated and enthusiastic Teaching Assistant to join our team and support the learning and development of students across the school. The successful candidate will work closely with teachers to provide high-quality classroom support, assist with individual and group activities, and help create a positive, inclusive, and nurturing learning environment where every child can thrive.

The successful candidate will:

- Support student learning
- Supervise and encourage engagement
- Foster independence
- Promote inclusion
- Monitor progress
- Provide administrative support
- Support curriculum delivery
- Ensure Compliance
- Contribute to school life.

Completed applications should be returned directly to the school by email to s.hall@nms.cheviotlt.co.uk.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

Job Advert Continued

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found [here](#).

Completing an Application Form: Application forms can be downloaded from the [Trust website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Document

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

If you require assistance or have any questions, please reach out using the contact details provided below:

01670 512874

www.cms.cheviotlt.co.uk

info@cms.cheviotlt.co.uk

Address: Chantry Middle School,
Mitford Road, Morpeth,
Northumberland NE61 1RQ

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Address: Chantry Middle School,
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Job Description

Job title: Teaching Assistant

Terms: Permanent contract – commencing as soon as possible

Responsible to: Headteacher/SEND/CO/Subject Leader of English

Job purpose

To work under the direct supervision of teaching staff/SEND/CO, usually in a classroom with a teacher, to support access to learning for students and provide general support to the teacher in the management of students in the classroom, with an additional responsibility for maintaining the school library.

Duties and key result areas

Support for students:

- Attend to the needs of students including the implementation of personal learning programmes, as appropriate, that may include social, emotional, and welfare objectives as well as learning needs
- Supervise and support students in their access of learning
- Establish good relationships with students, acting as a role model and responding to the needs of each individual child
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all students
- Encourage students to play and interact with one another appropriately
- Encourage students to engage in, and participate in learning activities lead by the class teacher
- To encourage students to act independently as appropriate

Support for the Teacher:

- As directed by the class teacher:
 - Classroom preparation prior to a lesson
 - Clear up after a lesson
 - Assist with the display of students' work
- Report to the classroom teacher, as agreed, on:
 - Pupil problems
 - Pupil progress
 - Pupil achievements
- Undertake the maintenance of students records as directed by the class teacher
- Support the teacher in the management of pupil behaviour and any social / emotional needs
- Gather information from parents and carers as directed by the class teacher
- Provide information to parents and carers as directed by the class teacher
- Provide the classroom teacher with clerical and admin support, particularly:
 - Undertaking bulk photocopying
 - Word processing / resource preparation
 - Filing
 - Collecting money

Job Description Continued

Support for the Curriculum:

- Help students to understand instructions
- Support student learning with respect to all of the local and national learning strategies
- Support students in their use of ICT as directed by the class teacher
- Prepare and maintain equipment and resources as directed by the class teacher

Support for the School:

- Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection
- Work in such a way that you promote the ethos and vision of the school
- Participate in training and development and activities that contribute to the management of performance
- Assist with the management of students outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management
- To undertake other duties and responsibilities as required commensurate with the grade of the post
- Access to training opportunities to help support and develop the needs of the role will be provided

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRED	ASSESSMENT
Knowledge and Qualifications	Good numeracy and literacy skills.	Completion of DfE Teaching Assistant Induction Programme.	(a) (i) (r)
Experience	Working with or caring for students of the relevant age.	• Basic clerical duties • Working as a member of a team	(a) (i) (r)
Skills and competencies	• Appropriate First aid knowledge • Basic ICT skills • Basic office skills: • Photocopying • Filing • Can relate well to both students and adults. • Can work as a member of a team.	• CLAIT Level 1 • Current restraint techniques	(a) (r)
Physical mental and emotional demands	An active post involving periods of standing with some kneeling, bending and stretching. Need to remain alert to monitor student activity, learning and health and safety risks. Some student and family contacts may occasionally prove upsetting.		(a) (i)
Other	Willingness to participate in training and personal development.		(i)



Contact us

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