

Mickley First School Teaching Assistant (Fixed Term)

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 Mickley First School

Mickley First School is a small, happy and ambitious first school located in the village of Mickley, serving a catchment of small villages in the surrounding area. The school is housed in two Victorian buildings that have large, bright classrooms that are fully accessible to all. The school community is extremely caring and inclusive. Adults know pupils well and our relationships with families are extremely important to us all. Staff pride themselves on knowing pupils across school well and our strong team ethos makes the school a supportive and nurturing place to learn and thrive.

At Mickley, we are committed to ensuring that pupils have the same opportunities and experiences of pupils in larger settings. We are ambitious for all and we take advantage of the many opportunities in our local area.

We have strong links with local businesses in the area, and we use the National Trust property of Cherryburn for local visits and experiences. We also take advantage of the wider opportunities Northumberland and Newcastle provide such as museums, heritage sites and technology hubs.

After completing their time at Mickley, our children progress to Ovingham Middle School and then to Prudhoe High School. These are two of the 18 schools that along with ourselves, form the Cheviot Learning Trust - a multi academy trust made up of 18 schools - all within the three tier system.

Mr Andy Hudson
Headteacher



Job Advert

**Mickley First School, West Road, Mickley,
Stocksfield, Northumberland, NE43 7BG
Mr Andy Hudson Executive Head Teacher**

Job title: Level 2 Teaching Assistant, SG17 (Fixed Term September 2025 to 31 August 2026)

Pay scale: Band 3, £24,790 - £25,183 FTE, £19,652 - £19,183 pro rata.

Hours: Variable, between 12–35 per week (initially 32.5), term time only.

Terms: Fixed term from September 2025–August 2026 due SEND funding

At Mickley we are very proud of our school where we support every child to achieve their full potential. We offer a wide range of exciting and challenging learning opportunities across the year and encourage parents & carers to be an active part of their child's education. Further information about the school can be found on [our website](#).

Applications from enthusiastic teaching assistants are invited for the above post. This is an exciting opportunity to join the dedicated and supportive Mickley First School team who, as part of the Cheviot Learning Trust, strive to enable all pupils to flourish personally and academically.

The successful candidate will:

- Work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom.
- Show energy, enthusiasm and a good sense of humour.
- Demonstrate excellent communication and interpersonal skills.
- Have the ability to work collaboratively as part of a team and to liaise with parents.

Desirable but not essential: Experience of supporting students with Special Educational Needs and Disabilities, providing one-to-one or small group assistance.

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking team of individuals with a common vision and set of goals.
- Delightful children who are eager to learn and exceptionally well behaved.
- A strong school and Trust which is outward looking and forward thinking.
- A strong commitment to your continuing professional and leadership development.
- A challenging and exciting professional opportunity in a highly successful school.

Closing date: Thursday 18th September 2025

Interviews: W/c 22nd September 2025

Headteacher: Andy Hudson

Mickley First School
West Road, Mickley, NE43 7BG
info@mfs.cheviotlt.co.uk
<https://mfs.cheviotlt.co.uk/>

Job Advert Continued

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](#)

Completing an Application Form: Application forms can be downloaded from the school [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

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned via email directly to recruitment@mfs.chreviotlt.co.uk.

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

01661 842269

info@mfs.chreviotlt.co.uk

www/mfs.chreviotlt.co.uk

Address: West Road, Mickley, NE43 7BG



Job Description

Job Purpose:

To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area.

Support for Pupils:

- Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
- Supervise and support children in their access of learning.
- Establish good relationships with pupils, 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 children.
- Encourage children to play and interact with one another.
- Encourage children to engage in, and participate in learning activities led by the class teacher.
- To have challenging expectations that encourages children to act independently and build self esteem.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.

Support for the Teacher:

- Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.
- Assist the supervising teacher with the planning of learning activities.
- As directed by the class teacher:
 - Prepare the classroom prior to a lesson
 - Clear up after a lesson
 - Assist with the display of pupils' work.
- Report to the classroom teacher, as agreed, on:
 - Pupil problems
 - Pupil progress
 - Pupil achievements.
- Undertake the maintenance of pupils' records as directed by the class teacher.
- Support the teacher in the management of pupil behaviour.
- Gather information from parents and carers as directed by the class teacher.
- Establish constructive relationships with parents and carers.
- Administer routine tests and invigilate exams.
- Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
- Provide the classroom teacher with clerical and admin support, particularly:
 - Undertaking bulk photocopying
 - Word processing
 - Filing
 - Collecting money
 - Administer course work.

Job Description Continued

Support for the Curriculum:

- Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.
- Help pupils to understand instructions.
- Support pupil learning with respect to all of the local and national learning strategies.
- Support pupils in their use of ICT as directed by the class teacher.
- Prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

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 as to 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 pupils 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.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	Good numeracy and literacy skills; Completion of a full and relevant early years and childcare or TA/LSA qualification at Level 2 or above (e.g. Level 2 or 3 Diploma for the Children & Young People's Workforce, Level 2 or 3 NVQ) or equivalent and relevant experience, knowledge and skills.	Completion of DfES Teaching Assistant Induction Programme.	(a) (i)
Experience	Working with or caring for children of the relevant age.		(a) (i)
Skills, Knowledge and Understanding	<p>Good ICT skills and ability to use other types of learning technology:</p> <ul style="list-style-type: none"> • Photocopying • Whiteboards • CD ROM • Video <p>Understanding of codes of practice and recent relevant education.;</p> <p>Basic understanding of child development.</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p> <p>Appropriate first aid knowledge.</p>	<p>CLAIT Level 1</p> <p>Knowledge of restraint techniques.</p>	(a) (i) (r)
Other	Willingness to participate in training and personal development.		(i)



Contact us

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Stocksfield
Northumberland
NE43 7NN

01661 842271
bfs.cheviotlt.co.uk
info@bfs.cheviotlt.co.uk