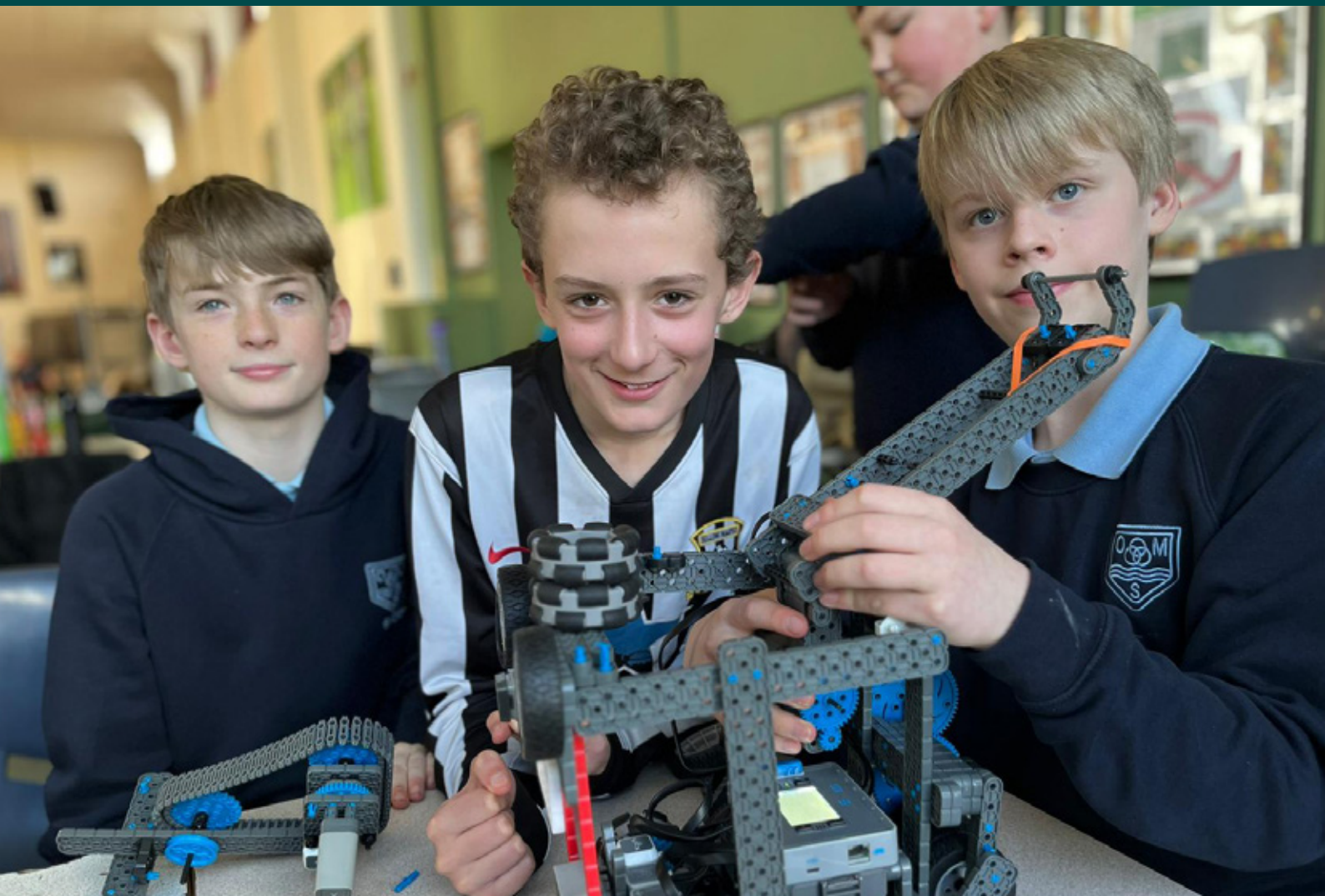


Ovingham Middle School Teaching Assistant (Level 2)

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 Ovingham Middle School

Ovingham Middle School is a very popular three form entry middle school for 9-13 year olds located in Ovingham, Northumberland. At Ovingham we thoroughly believe that the children are at the heart of everything we do. We strive to provide them with an education that gives them the skills to become well rounded citizens in an ever-changing world. Our dedicated staff ensure that students are challenged to meet their potential in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extracurricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme. We believe there is something here for everyone.

Children have one education, and we believe that education should be fun, challenging, robust and fully engaging but before all of that we truly believe children learn best when they feel safe and nurtured. In order to learn we must first be secure and happy in what we do, and at Ovingham we put that at the heart of our lessons to ensure that everyone can achieve their very best.

One of the strengths of our middle school is that our classes are taught by teachers that are highly qualified and subject specialists, and we have a strong classroom support team led by our SENCo to support pupils with additional needs. Most of our pupils move onto Prudhoe Community High School who are also part of Cheviot Learning Trust - a multi academy trust made up of 18 schools - all within the three-tier system.

We are located within semi-rural Northumberland, set within beautiful grounds adjoining the River Tyne and are within very close access to road and rail links to Newcastle.

We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us - we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience. We very much welcome visits so you can see our wonderful school in action.

Mrs. Jenny Bullock
Headteacher



Job Advert

Ovingham Middle School
Part of the Cheviot Learning Trust
(9-13 Years Middle School,
Headteacher: Mrs Jenny Bullock)

Job title: Teaching Assistant (Level 2)
Hours: 31.65 hours per week, term time only
Working arrangements: Fixed Term - 1 Year
Salary: £25,583 - £25,989
 FTE per annum/ £18,374 - £18,632 pro-rata

Responsible to: HLTA/Senior TA/Line Manager
 Managing Support Staff

Applications are invited for the above post to start as soon as possible.

We are seeking to appoint an enthusiastic Teaching Assistant to join our friendly and dedicated team. We are looking for staff who are:

- Flexible, enthusiastic and have experience of working with children.
- Have very high expectations of pupil behaviour.
- Have the ability to support the school's ethos and reputation within the community.
- Can work as part of a team.

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 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. An online search will be undertaken on all shortlisted candidates.

Please visit the school's website for further details:
<https://oms.cheviottt.co.uk>

Interview date: Monday 6th July
Closing date: Friday 3rd July 2026 12 noon

Completing an Application Form

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 Doc

Without a Gmail account:

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



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.

Duties and key result areas:

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 lead 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, progress, and 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/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.

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.

Person Specification

Essential	Desirable	Assess by
Knowledge and qualifications		
<ul style="list-style-type: none"> • Good numeracy and literacy skills. • NVQ 2 for teaching Assistants or equivalent qualifications. 	<ul style="list-style-type: none"> • Completion of DfES Teaching Assistant Induction Programme. 	(a), (i)
Experience		
<ul style="list-style-type: none"> • Working with or caring for children of the relevant age. 	<ul style="list-style-type: none"> • Experience of Key Stage 2. • Experience of or willingness to support pupils with personal care (training will be provided). • Experience of delivering small group interventions e.g. Speech and Language. • Experience of supporting pupils with their mental health. • Experience of supporting pupil wellbeing • Experience of working with pupils who may (at times) be emotionally dysregulated. 	(a), (i)
Skills and Competencies		
<ul style="list-style-type: none"> • Good ICT skills and ability to use other types of learning technology: photocopying, whiteboards, video. • Understanding of codes of practice and recent relevant education. • Basic understanding of child development. • Can work as a member of a team, understanding their role in the classroom and associated responsibilities. • Appropriate first aid knowledge. 	<ul style="list-style-type: none"> • Knowledge of restraint techniques. 	(a), (i), (r)
Other		
<ul style="list-style-type: none"> • Willingness to participate in training and personal development. 		(i)

Key to assessment methods (a) application, (i) interview, (r) references.





Contact us

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