

Stobhillgate First School Teaching 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 Stobhillgate First School

Stobhillgate First School is situated in the beautiful, historic market town of Morpeth. We are a small school with a big heart and are passionate about creating innovative learning experiences for all. The schools defining principles of Excellence, Inspiration, Collaboration and Empathy are at the heart of everything we do. At Stobhillgate First School, we are passionate about developing the whole child and nurturing a love for learning.

A parent recently explained that: 'As a parent at Stobhillgate, I love how much my child enjoys coming to school every single day. She skips to school and can't wait to be here. It's a Supportive nurturing environment, where children are happy to learn'.

The children that attend Stobhillgate come from a wide range of economically diverse backgrounds. Our challenge is to ensure we provide equality of opportunity for all children by ensuring children from low starting points are provided with the best possible support and interventions to enable them to succeed whilst also providing an aspirational challenge for pupils who come to school more socially and academically ready.

Early Years has also undergone significant changes over the last few years, including:

- The redevelopment of our learning environment, both inside and outside
- The creation of an EYFS Unit
- The development of our EYFS Curriculum, including the use of core books to inspire our wider curriculum, the introduction of helicopter stories and the launch of 'Forest School Fridays'.

Stobhillgate First School was Ofsted inspected in December 2024. The results were very positive, and showed the commitment into making Stobhillgate First School a success for all students.

- Children get the best possible start to their education in the wonderful early years setting. The provision of the early years is outstanding.
- In classes, there is a buzz of excitement as teachers prepare engaging, motivating lessons.
- Pupils work hard, they persevere when faced with challenges and embrace the high expectations staff have of them.
- The school teaches pupils to be empathetic and thoughtful. Pupils demonstrate exceptional behaviours and attitudes to learning.
- Behaviour around the school is exemplary.

The school joined the Cheviot Learning Trust in April 2020 enabling us to work in collaboration with Trust partners to further improve teaching and learning, school systems and governance. This provides an exciting opportunity for the successful candidate to work in collaboration and partnership with a broader range of practitioners.



Job Advert

Stobhillgate First School

Part of the Cheviot Learning Trust.

Headteacher: Miss Lucy Howells

Job title: Teaching Assistant

Responsible to: Deputy Headteacher

Pay scale: Band 3 Point 5

33.75 hours – £25,583 FTE / £19,618.71 pro rata

Terms: Fixed-term until August 2027; 33.75 hours per week, term-time only. To initially work 1:1 with a SEND child

Start date: 20th April 2026

We are looking for a caring, reliable and enthusiastic Teaching Assistant to join our friendly team at Stobhillgate First School.

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

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: Friday 20th March 2026 at noon

Interviews: Wednesday 25th March 2025

Completed applications should be returned via email directly to s.mungall@sfs.cheviotlt.co.uk by 12 noon on Friday 20th March 2026

www.sfs.cheviotlt.co.uk

info@sfs.cheviotlt.co.uk

Stobhillgate First School, Morpeth NE61 2HA

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

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

01670 513382

www.sfs.cheviotit.co.uk

info@sfs.cheviotit.co.uk

Address: Stobhillgate First School, Morpeth NE61 2HA



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 to 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 encourage 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..
- 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

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

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge and Qualifications	Good numeracy and literacy skills;	NVQ 2 for Teaching Assistants or equivalent qualification Completion of DfES Teaching Assistant Induction Programme Training relevant to supporting children with Autism.	(a) (i)
Experience	Worked with or cared for children of the relevant age Worked with or cared for children with additional needs .	Competent experience in delivering sensory needs interventions or grounding exercises Ability to deliver bespoke interventions or strategies such as the use of colourful semantics, de-escalation, TEACCH approaches and zones of regulation Experience of communication intervention programmes such as Makaton and the use of visuals	(a) (i)
Skills and Competencies	Ability to support pupils with self-care needs and co-regulation Good ICT skills and ability to use other types of learning technology: <ul style="list-style-type: none"> • Photocopying • Whiteboards • iPads/Chromebook • Video Understanding of codes of practice and recent relevant education;	Knowledge of positive handling techniques Understanding and evidence of implementing change	(a) (i) (r)

	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		
Other	Willingness to participate in training and personal development		(i)

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



Contact us

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