

Whittonstall 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 Whittonstall First School

Whittonstall First School is a small rural school providing education from Nursery to Year 4. There are currently 69 pupils taught in mixed age year groups. We are part of the Cheviot Learning Trust and work closely with other schools to ensure the quality of provision is the highest possible for all of our pupils. The school has a wide catchment area with up to 75% of our pupils travelling from outside catchment. The majority of pupils move onto Corbridge Middle School at the end of Year 4.

Our school has a strong family ethos and a wonderful community feel. Our staff work hard to make learning challenging yet fun, and seek to develop strong links between staff, parents, governors and the wider community.

Within our school you will find a happy, welcoming, stimulating environment providing high standards of education, valuing the efforts of the individual, fulfilling the learning potential of all pupils and promoting equal opportunities. We promote learning for life and encourage children to learn no matter where they are, inside or out! We believe in developing the “whole” child and work hard to nurture, encourage, support and extend all of our children to achieve.

Our approach encourages children to develop positive attitudes and an enthusiasm for learning. We are delighted that our children leave equipped with super initiative, self-discipline, high self-esteem and independence! Forest school and the outdoors are big parts of our curriculum.

OFSTED inspected in November 2022 and said: “Leaders have created a warm and welcoming ethos at Whittonstall First School. The whole school community is at the centre of the school’s vision. Pupils enjoy coming to school every day. They are proud of their work and the friendships they make.”

“Leaders have high expectations and ambitions for all pupils, including pupils with special educational needs and/or disabilities (SEND).”

“Leaders, governors and staff are very proud of their school and its achievements. Successful curriculum development is evident.”

Mrs Katie Jacobs
Executive Headteacher



Job Advert

**Whittonstall First School, Main Road, Whittonstall,
Consett, DH8 9JN (3-9 Years)**
Mrs Katie Jacobs Executive Head Teacher

Job title: Teaching Assistant – Band 3, Grade 5

Pay scale: £25,583 – £25,989 FTE (£20,383.49 –
£20,706.97 pro rata)

Terms: Permanent Term Time only, 32.5 hours per week
(8.30am – 3.30pm Monday – Friday)

We are looking to appoint an enthusiastic and highly motivated Teaching Assistant to support our successful school. This position will start on 1st September 2026 on a permanent basis. The main duties of this role are set out in the Job Description available from this website and our school website <https://whfs.cheviotlt.co.uk>

The successful candidate will:

- Have suitable and relevant Level 2 EYFS qualification or above.
- Good standard of Literacy and Numeracy with good communication skills.
- Knowledge and understanding of child development and how to effectively plan experiences to promote progress.
- Working knowledge of the EYFS statutory framework and National Curriculum for KS1 and Lower KS2.
- Experience of working with children with a variety of needs.
- Ability to ensure that every child reaches their potential and thrives.
- A commitment to developing the whole child
- Experience of working closely with parents and outside agencies.
- High expectations of themselves and others
- Enthusiasm, flexibility and resilience.

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: 12 noon, Monday 8th June 2026

Interviews: Tuesday 16th June 2026

Executive Headteacher: Mrs Katie Jacobs

Completed applications should be returned via email directly to admin@whfs.cheviotlt.co.uk

Whittonstall First School
Main Road, Whittonstall, Consett,
Northumberland, DH8 9JN
<https://whfs.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

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

01207560325

admin@whfs.cheviottt.co.uk

www.whfs.cheviottt.co.uk

Address: Main Road, Whittonstall, Consett,
Northumberland, DH8 9JN



Job Description (SG17)

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

1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
2. Supervise and support children in their access to learning.
3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
5. Encourage children to play and interact with one another.
6. Encourage children to engage in, and participate in learning activities led by the class teacher.
7. To have challenging expectations that encourages children to act independently and build self esteem.
8. Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.

Support for the Teacher

1. Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.
2. Assist the supervising teacher with the planning of learning activities.
3. As directed by the class teacher:
 - a. · Prepare the classroom prior to a lesson
 - b. · Clear up after a lesson
 - c. · Assist with the display of pupils' work.
4. Report to the classroom teacher, as agreed, on:
 - a. · Pupil problems
 - b. · Pupil progress
 - c. · Pupil achievements.
5. Undertake the maintenance of pupils' records as directed by the class teacher.
6. Support the teacher in the management of pupil behaviour.
7. Gather information from parents and carers as directed by the class teacher.
8. Establish constructive relationships with parents and carers.
9. Administer routine tests and invigilate exams.
10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
11. 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

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

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. 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.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

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; NVQ 2 for teaching Assistants or equivalent qualifications.	Completion of DfES Teaching Assistant Induction Programme.	(a) (r)
Experience	Working with or caring for children of the relevant age.		(a) (i) (r)
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 • Google Drive • Video. <p>Understanding of codes of practice and recent relevant education; 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>	CLAIT Level 1 Knowledge of restraint techniques.	(a) (i) (r)
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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