

# Morpeth All Saints CofE 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.

# Welcome to Morpeth All Saints CofE First School

As Acting Headteacher of Morpeth All Saints Church of England First School I would like to take this opportunity to thank you for taking the time to consider whether this is the position and the school for you to work in.

Morpeth All Saints is a thriving, vibrant and happy school community located within Lancaster Park, a short walk from the centre of Morpeth. We are a one and a half form entry first school which means that we admit a maximum of 45 children into our school each academic year. Being a first school, we operate classes from Nursery to Year 4 and currently have around 220 pupils on roll. After their time with us, the vast majority of pupils transition to Chantry Middle school which is also in The Three Rivers Learning Trust. As a one and a half form entry school, we teach both pure and mixed-aged year groups throughout Key Stage One and Two.

At Morpeth All Saints we strive to enable all children within our care to achieve their very best, fully utilising their God given gifts and talents. We provide our children with a stimulating, safe and happy learning environment which is rooted in mutual respect of one another. Jesus told us to love our neighbour as we love ourselves and this teaching is very close to our hearts here at Morpeth All Saints. As a result, our children and school community truly flourish achieving our school vision of 'Together We Flourish' (John 10:10)

In our school we endeavour for our children to foster a passion for discovering new things, to be curious about the world around them and to

be independent, enthusiastic learners. Our whole school community truly believes that all children are unique individuals. Our aims therefore are to provide a high quality education which supports yet challenges, to ensure that our curriculum is enriched and tailored to each child we serve and to maintain an engaging, purposeful and interactive school environment.

We are passionate in ensuring that our curriculum places equal emphasis on all subject areas and not simply Reading, Writing and Maths. We appreciate that our children need to excel within these core areas, which they do, demonstrated through our high standards and results. However, we also respect that our children need many other skills, qualities and learning opportunities to be truly successful throughout life. As part of this, we are continually developing our curriculum offer, including increased access to outdoor learning opportunities and specialist music tuition.

We are extremely fortunate here at Morpeth All Saints to have a hard-working, dedicated, and caring team of staff. They are proud of our school and its achievements, and actively seek to maintain and improve standards in all areas of school life. They work to bring out the God given gifts of each child, to exemplify and promote good values, and to prepare children for the fast-changing world in which we all live.

Mrs Ruth Baker,  
Acting Headteacher



## Job Advert

**Morpeth All Saints Church of England  
First School, 3-9 years FirstSchool,  
Part of the Cheviot Learning Trust.  
Acting Headteacher: Mrs Ruth Baker**

Fixed Term Band 2 Teaching Assistant.  
31 hours per week, term time only.  
Band 2 point 3, £20,737 full-time equivalent.

Starting 15th April or as soon as possible.

To cover maternity leave (until January 2025)  
with the possibility of being extended.

Applications from enthusiastic teaching assistants are invited for the above post. This is an exciting opportunity to join the dedicated and supportive Morpeth All Saints 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



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 all unspent convictions and those that would not be filtered, prior to the date of the interview. You may 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.

Please visit our website for further information about the school.

Closing date: 12 noon Monday 25th March  
Interview: afternoon of Wednesday 27th March

Please return completed application forms to Mrs Ruth Baker: [info@mafs.cheviotlit.co.uk](mailto:info@mafs.cheviotlit.co.uk)

### 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

Morpeth All Saints expects all staff to be committed to safeguarding and promoting the welfare of children and young people. In order to do this, staff must attend all offered child protection and safeguarding training without exception and read all relevant policies.

### Purpose

To 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.

### Providing support for all pupils (including disadvantaged and pupils with SEND) by:

- Supervise and support pupils in their access to learning
- Supervise and support pupils in unstructured playtimes
- Establish good relationships with pupils; model and promote appropriate behaviour for the learning environment and respond to the educational/pastoral needs of each individual child
- To produce, in liaison with subject teachers, resources to help pupils to learn
- To have high expectations that encourage pupils to act independently and build self esteem
- To actively promote inclusive practice within the classroom to ensure acceptance of all pupils
- To encourage and support pupils to engage and participate in learning activities led by the subject teacher
- To impartially observe supported pupils in the learning environment and feedback to the subject teacher on attainment of learning objectives

### Support for the Teacher:

- Liaise with relevant teachers on pupil performance and progress
- Support the teacher in the management of pupil behaviour

### Support for the Curriculum

- Undertake structured and agreed learning programmes according to individual pupil needs

- Help pupils to understand instructions
- Support pupils' learning with respect to local and national learning strategies
- Support pupils in their use of ICT as directed by the subject teacher

### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To undertake other duties and responsibilities as required commensurate with the grade of the post

### Working Arrangements

- Transport requirements: None
- Working patterns: 32.5 hours per week, term time only
- Working conditions: Indoor and outdoor learning and supervision

# Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
<b>1. Qualifications</b>	<p>GCSE: Maths and English grade C or better</p> <p>Teaching Assistant NVQ level 2 or have completed training of a similar standard or relevant experience that demonstrates you are able to fulfill the responsibilities of the post</p>	<p>Have a recognised SEND qualification</p> <p>First Aid Qualification</p>	<b>Application/ Certificates</b>
<b>2. Experience and Skills</b>	<p>Relevant experience working in an educational setting</p> <p>Knowledge of policies, procedures and codes of practices/legislation</p> <p>Knowledge and understanding of child development</p> <p>Ability to support learning of groups and individual children</p> <p>Competent with ICT and be able to use this effectively to facilitate learning</p>	<p>Experience of working across all phases of a First / Primary school.</p> <p>Experience of working with pupils with SEND</p>	<b>Application/ Interview / Reference</b>
<b>3. Professional Development</b>	<p>Evidence and a commitment to professional development.</p>	<p>Keeping up to date with current developments and research</p>	<b>Application Application/ Interview/ Reference</b>
<b>4. Personal Qualities</b>	<p>Good communication skills and ability to relate well to children, staff and parents</p> <p>Ability to demonstrate enthusiasm and sensitivity whilst working with others as part of a team</p> <p>Sufficiently fluent in spoken English to ensure effective performance in the role</p> <p>ICT and willingness to update skills and undertake further training</p> <p>Flexibility and adaptability in order to be able to mix and work with a wide range of people</p> <p>Have a positive attitude towards change</p> <p>A desire to play a full and active part in the life of the school</p> <p>Organised and able to work under pressure</p> <p>Highly motivated and proactive in using own initiative</p> <p>Ability to manage own workload whilst adhering to specific deadlines</p>	<p>Ability to support others</p> <p>CPD if you have identified personal expertise</p>	<b>Application/ Interview Interview/ Reference</b>
<b>5. Reliability</b>	<p>Has demonstrated reliability over a sustained period of time e.g. during employment or during teaching practice</p>		<b>Reference</b>

# Person Specification

## **Safe Recruitment Procedure**

Morpeth All Saints is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined below.

## **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB).

## **Shortlisting**

Only those candidates meeting the right criteria will be taken forward from application.

## **Interview**

- Candidates will be expected to bring identification to the interview.
- Candidates will be subject to an in-depth interview (details will be shared with short-listed candidates).
- Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

## **Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates before interview, and where necessary employers may be contacted to gather further information.



**Contact us**

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