

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 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 Danielle Brett,
Headteacher



Job Advert

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

Job Title: Teaching Assistant

Responsible to: HTLA / Senior TA / Line
Managing Support Staff

Pay Scale: Band 3, £24,790 – £25,183 FTE,
£18,249 – £18,538 pro rata

Start Date: 3rd September 2025

32.5 hours per week, term time only

Terms: Fixed term for one year, with an end
date of 17th July 2026.

Start date: 1st September 2025

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. This is a fixed term contract to 31.08.26 pending a proposed staffing review.

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 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.

An online search will be undertaken on all shortlisted candidates.

Please visit our website for further information about the school.

Closing date: 27th June 2025 at 12 noon
Interview: w/c 30th June 2025

Please return completed application forms to Sharon Mungall:
s.mungall@sfs.cheviotlt.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

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 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
 - 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

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

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

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.

Working conditions

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



Contact us

Pinewood Drive
Lancaster Park
Morpeth
NE61 3RD

01670 512803
morpethallsaints.com
info@mas.cheviotlt.co.uk