



**North East  
Learning Trust**

**Teaching Assistant  
Hermitage Academy**  
Applicant information pack

**Teaching Assistant**  
**February 2023**  
**37 hours per week**  
**Term Time Only + 5 additional days**  
**Salary Grade 2, SCP4-SCP6**  
**£21,189-£21,968 (FTE), £18,696 - £19,383 (Actual)**

Hermitage Academy is a part of the North East Learning Trust and is seeking to appoint a Teaching Assistant to join our dedicated team.

We are a mixed 11-16 comprehensive school and sixth form with over 1000 students from Chester-le-Street and the surrounding areas. Everything we do at Hermitage Academy is tailored to making students feel happy about coming into school, enjoying learning, making good friends and feeling safe.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

**We are committed to:**

- A vibrant learning community with enthusiastic and engaging students;
- A positive and caring ethos;
- An excellent learning environment and resources;
- A team of hardworking, dedicated and friendly staff where everyone is valued;
- A supportive and effective governing body.

**We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

**The successful candidate will:**

- Hold a Teaching Assistant qualification, level 3 (or equivalent).
- Have experience of working with KS3/4 students.
- Have excellent time keeping.
- Be proactive and self-motivated.
- Have a flexible approach to work.

**Deadline:**

The closing date for applications is 3pm on Friday 13<sup>th</sup> January 2023. Shortlisting and interview will take place in the w/c 16<sup>th</sup> January 2023.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha Lish, [samantha.lish@hermitageacademy.co.uk](mailto:samantha.lish@hermitageacademy.co.uk) or by post to Samantha Lish, Support Services Manager, Hermitage Academy, Waldrige Lane, Chester-le-Street, County Durham, DH2 3AD. Please do not submit a CV unless it is to complement your application form.

# Job description

**Post title:** Teaching Assistant  
**Responsible to:** SENDCo / Assistant SENDCo  
**Responsible for:** Supporting students' learning and development  
**Salary Band:** Grade 2 SCP4-SCP6

## Job Purpose:

To support students learning and development and share in their pastoral care. To take an involved part in the planning and record keeping of students learning and to share in the care and wellbeing of students throughout the school. To follow, maintain and promote the school's core values and ensure compliance with all school policies, procedure and government legislation while supporting safeguarding as a key policy in school.

## Duties and Responsibilities:

### Achievement and standards

- Assisting class teachers in raising the achievement of all students.
- Working with individual students or groups, as required.
- Contributing to the preparation of lessons and assisting in the selection and preparation of teaching resources to meet students' needs and interests.
- Supervising and assisting individuals or small groups of students in activities set by class teachers or SENDCo/Assistant SENDCo.
- Supervising whole classes during short periods of teacher absence or attendance at planned meetings.
- Contributing to reports and the maintenance of appropriate records.
- Contributing to assessment procedures.
- Helping and supporting with the implementation of lesson plans.
- Providing feedback to class teachers by observing student performance and behaviour and the effectiveness of classroom processes and organisation.
- Carrying out intervention/support programmes, as and when necessary.

### Student wellbeing and personal development

- Assisting with maintaining good behaviour of students across the school following the school's behaviour management policy.
- Providing additional care for students with particular needs (learning, behavioural, physical, medical) as part of a planned programme.
- Building and maintaining good relationships with students, ensuring the care, health and welfare of students at all times.
- Assisting students with physical needs and difficulties, where necessary.
- Establishing and maintaining appropriate working relationships with parents/carers, staff and other adults involved in a student's education.
- Following school procedures for safeguarding, reporting any concerns regarding student's safety and welfare to designated staff immediately.
- Promoting the inclusion of all students, including those who have English as an additional language, and supporting individual students who find it difficult to form relationships or need further support to access the curriculum.
- Helping to keep students on task by giving individual attention, where necessary, and helping them to become more successful, independent, learners.



## The quality of provision

- Assisting in the provision of activities for identified students to encourage their physical, intellectual, emotional and social development.
- To liaise with class teachers / SENDCo and contributing to individual planning and EHCP reviews, as necessary.
- Assisting with planning, creating and mounting displays.
- Maintaining a safe and purposeful learning environment.
- Supervising students in different contexts, ensuring their safety at all times.
- Assisting in maintaining good relationships between all members of the school community, including parents/carers, support staff and other professional agencies.
- Developing skills and knowledge of ICT, particularly in supporting children with special educational needs and/or disabilities.

## General

- Attending relevant meetings and contributing to curriculum development, school policies and procedures.
- Supervising students during break and lunch times, as necessary, and maintaining a good level of calm and order.
- Ensuring good communication.
- Taking responsibility for own professional development by seeking opportunities and attending relevant training.
- Contributing to the wider life of the school.
- Taking part in school practices and procedures, e.g. duties, educational visits, school performances.
- Be willing to undertake first aid training and once qualified administering basic first aid to staff and students.

**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.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>Teaching assistant qualification - level 3 or equivalent</li> <li>GCSE English Grade C or above / Grade 4 or above.</li> <li>GCSE Mathematics Grade C or above / Grade 4 or above.</li> <li>5 GCSEs or equivalent at Grade C or above / Grade 4 or above.</li> </ul>	<ul style="list-style-type: none"> <li>2 A level qualifications, or equivalent at pass level or above.</li> <li>Further professional development</li> <li>First Aid training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Supporting students at KS3/4 in a classroom setting across a range of subjects.</li> <li>Partnership working with staff, students, and parents/carers.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting students with special educational needs at KS3/4.</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Has a good understanding of the principles of student development and the learning process.</li> <li>Has a working knowledge of the KS3/KS4 curriculum.</li> <li>Has a good understanding of current educational initiatives, including the effective use of ICT to support learning.</li> </ul>	<ul style="list-style-type: none"> <li>Has the knowledge and skills to support students with a range of special educational needs.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Good timekeeping</li> <li>Relates well to students and other adults through effective communication.</li> <li>Ability to work collaboratively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to take part in extracurricular activities</li> </ul>

### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.