

Support Assistant Higher Level

37 hours per week, Term Time plus 5 training Days
Grade N6, Actual Salary: £27,989 to £30,406 pa
Permanent

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

Dear Applicant

At Kenton, we are dedicated to our vision of putting students at the centre of everything we do. We are committed to all students achieving their potential. We are inclusive and embrace collaboration over competition to help remove barriers to learning. We believe that everyone can be a leader and our academy offers a diverse range of opportunities for students to develop their leadership skills within and beyond the classroom. This enables all students to have high aspirations and to excel academically and socially.

As part of Northern Leaders Trust, we are a values-driven employer that supports our staff with high quality professional development and opportunities to become a leader in their chosen field.

Learning That Connects

The educational vision of Kenton is:

“To deliver an innovative learning experience which equips young people with the business and enterprise skills for the challenges of the 21st century.”

Students of all abilities can thrive in this exciting learning environment, which nurtures their aspiration and high expectations. Students are equipped with the necessary academic and employment skills to ensure they can adapt, problem-solver, and sustain resilience in a fast-changing world. Students move on from Studio West with an ability to help shape and contribute to local, regional, national and global communities as a confident, able and well-rounded individuals.

We are looking for an individual with the passion for the learning and welfare of young people, especially those vulnerable students who face barriers to their learning, and access to their wider school life. Are you the individual who can support them whilst they face the challenge of integration into mainstream school education through extensive intervention strategies.

In return we offer:

- The opportunity to work in a supportive team in an innovative school committed to the development of all our students and staff
- Pension Scheme
- Cycle to work scheme
- Free on-site parking
- Access to a range of health and wellbeing benefits
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely

Sinead Green
Principal



Support Assistant Higher Level

Job Description

Pay Range: N6

Responsible to:
Cover Manager



Job Purpose

To provide high quality cover for absent teachers.

- To work with identified classes to improve standards of literacy across the curriculum.
- To support and assist teachers as part of a professional team including the delivery of learning to agreed objectives.
- To help raise standards of pupil's achievement and to undertake a range of teaching and learning activities under the professional direction and supervision of a qualified teacher, in line with the school's policies and procedures

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Main Duties

Teaching and Learning

- To provide cover for absent teachers and other colleagues where necessary under an agreed system of supervision.
- To help pupils make progress in the designated lesson.
- To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages and make effective use of other learning activities to support the development of pupil's skills.
- In line with the school's policy and procedures, to use appropriate behaviour management strategies to contribute to a purposeful learning environment.
- To organise and manage safely the physical teaching space and resources available and to use ICT to effectively support learning activities and develop pupil's competence and independence

(b) Planning, monitoring and Assessment

- Within an agreed system of supervision, to plan and deliver interventions and learning activities to pupils, making adjustments according to pupil responses/needs as appropriate.
- To support teachers in selecting and preparing teaching resources that meet pupil's needs and interests.
- To support teachers in evaluating pupil's progress through a range of monitoring and assessment activities.

Support Assistant Higher Level

JOB DESCRIPTION CONTINUED

- To maintain and analyse records of pupils progress.
- To provide feedback to pupils and colleagues on pupil's learning and behaviour.
- To contribute to identifying and to undertake appropriate out of school learning activities which consolidate and extend work carried out in class.

(c) Support for pupils

- To communicate effectively and sensitively with pupils to support their learning.
- To respond to pupils individual needs and promote inclusion and acceptance of all pupils in the classroom.

(d) Other Duties

- To invigilate internal and external examinations under appropriate supervision.
- To undertake supervisory duties before, during and after school and lunchtime supervision, in line with the school's duties policy.
- To undertake planned supervision of pupil's out of school hours learning activities and supervise pupils on visits and trips, including driving the minibus as necessary.
- To administer, assess and mark tests.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress.
- Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery



GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

Support Assistant Higher Level

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. An A-Level or equivalent qualification in a national curriculum subject.
2. Ability to work effectively with secondary school age children to advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes.
3. Good understanding of child development and learning processes.
4. Awareness of relevant legislation relating to safeguarding and child protection.
5. Effective analytical skills with the ability to analyse and interpret data.
6. Effective written communication skills.
7. Excellent ICT skills and ability to use them effectively to support learning.
8. Committed to achieving further professional development.

Desirable

11. Experience working with secondary age children.
12. Degree level qualification in English.
13. Experience delivering learning interventions and strategies to improve numeracy.
14. Experience producing lesson plans, worksheet plans, etc.
15. Experience using/implementing behaviour management strategies.

Part B: Assessment Stage

Items 1 – 7 of the above criteria will be further explored at the assessment stage in addition to the criteria listed below:

Essential

1. Effective oral communication and presentation skills.
2. Ability to deliver a lesson to agreed objectives.
3. Ability to persuade, influence and gain co-operation.
4. Effective analytical skills.
5. Understanding of the barriers to learning.
6. Effective ICT and organisational skills and the ability to prioritise to meet deadlines.
7. Ability to work effectively with minimal supervision on own initiative and as a member of a team.

Cover Supervisor

Person Specification

8. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including motivation to work with children and young people, ability to form and maintain appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitude to use of authority and maintaining discipline.
9. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post

Desirable

10. Working knowledge of relevant polices/codes of practice/legislation within a classroom setting.
11. Working knowledge of the current issues facing education with specific reference to the workplace

The following methods of assessment will be used:

Interview

Lesson Observation

Task

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 Confirmation of Qualifications Medical clearance
- 6 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Integrity

We act with honesty, transparency, and strong moral purpose in all that we do. Our decisions are guided by what is right for children and young people. We take responsibility for our actions, build trust through openness, and demonstrate consistency between our words and behaviours. We model ethical leadership so that students and staff feel safe, respected, and confident in our fairness.

Ambition

We are relentlessly ambitious for every student and every member of staff, regardless of starting point or background. We believe that all can achieve highly and are proud to create an aspirational culture. We challenge limits, remove barriers, and provide the support needed so that excellence is both expected and attainable.

Belonging

We create environments where every individual feels known, valued, safe, and proud to be part of our Trust community. We recognise that belonging strengthens wellbeing, engagement, and success. Through inclusive practice and strong relationships, we ensure that diversity is respected, voices are heard, and connections with families and communities are meaningful and sustained.

Collaboration

We believe we are stronger together. Collaboration is central to improving outcomes, developing expertise, and sustaining excellence. We work purposefully within and between schools, across trusts, and with wider stakeholders to share knowledge, solve challenges, and create opportunities for all. Professional generosity and collective responsibility underpin our approach.

Additional Information for Applicants

Working Hours

The working hours for this post are 32.5 per week. Normal working hours are Monday to Friday 8 am to 3.30 pm and with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions)

Pay and Grading

The grade of the post is N6, which covers local government pay spine point range 20- 24 with current corresponding full time annual salary of £32,597 to £35,412 pa.

The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years’ continuous local government service:

£27,989- £30,406

5 or more years’ continuous local government service:

£28,491 - £30,951 pa

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.6 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 46.41 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

We do operate a closedown between Christmas and New Year therefore a deduction is made from the leave entitlement to cover this period.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

Additional Information for Applicants

Status/Probationary Period

This is a permanent post. New entrants to Northern Leaders Trust are subject to a six-month probationary period.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ