



**Heighington CE Primary School,  
Hopelands,  
Heighington,  
Newton Aycliffe.  
DL5 6PH.  
Tel 01325 300326**

**Head Teacher – Mrs C Stonier**

**Full-time Teaching Assistant Post**

**Salary: Band 4, SCP6 - £25,989.00 (pro-rata – full time equivalent)  
Hours: 37 hours per week (8.30am – 4.30pm Mon-Thursday and 8:30 -4pm, Fridays), term time only**

**Start date: 20th April 2026**

The Academy Council wish to appoint a highly motivated and passionate Teaching Assistant to join our team from April 2026.

The role will involve working as part of a small team to deliver an individualised package of support to children with additional and complex needs as well as interventions on a 1:1 and group basis for children from across the school. This will be alongside general classroom support in all age groups. The role will also include some supervision at breaks and lunchtimes, facilitating a safe, positive dining experience and promoting positive play.

The successful candidate will:

- Have experience of working with children across the primary phase.
- Have experience of working with children with additional needs, including those with limited communication and those with social and communication difficulties and an awareness of the impact that this can have on children's presentation and behaviour.
- Have experience of working restoratively with children who have difficulties regulating their behaviour.
- Be a creative, flexible and enthusiastic practitioner who brings their own style and skills to support the excellent work developed in our school.
- Be a caring and understanding person who enjoys working with children and who is committed to supporting high standards and enjoyment of learning.
- Be able to take direction but also work confidently on own initiative.
- Have the ability to work in a close team to achieve the best for our children and school community.
- Be committed to our vision and values
- Have a desire to be involved in all aspects of school life.

**Essential**

- GCSE in both English and Mathematics at Grade A-C or the equivalent

**Desirable**

- Full and relevant EYFS qualification (please see list attached)
- Current First Aid certificate
- Knowledge and experience of Read, Write, Inc. Phonics programme

Applicants are advised that references will be requested on receipt of application and used to aid shortlisting. Please ensure that your nominated references are aware of your application.

Visits to the school are encouraged. Please contact the school office to arrange an appointment.

**Closing date: Friday, 20<sup>th</sup> March 2026**

**Interviews will be held week commencing 23<sup>rd</sup> March 2026**

## JOB DESCRIPTION

<b>POST TITLE :</b>	<b>Teaching Assistant</b>
<b>GRADE :</b>	<b>Band 4, SCP 6</b>
<b>REPORTING RELATIONSHIP</b>	The Teaching Assistant will be a member of a multi-disciplined team, under the leadership and supervision of the Senior Leadership Team and teaching staff
<b>JOB PURPOSE :</b>	To work under the direct instruction of the SLT/SENCo/teaching staff to support access to learning for pupils with additional needs, provide general support in classrooms and supervision at breaks and lunchtimes

## MAIN DUTIES/RESPONSIBILITIES

In co-operation with the teacher and under the agreed educational plan, the post holder will to a level reflected by the grade of the post :-

### **Support pupils by**

1. Facilitating a calm and positive learning environment for all children
2. Working to establish a supportive relationship with children and parents, acting as a role model and being aware of and responding appropriately to individual needs.
3. Encouraging acceptance and inclusion of children with additional needs.
4. Attending to their personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
5. Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.
6. Promoting and reinforcing self-esteem and confidence to act independently as appropriate
7. Preparing and maintaining equipment/resources (including technology) as directed by the teacher and assist pupils in their use.

### **Support the teacher by**

1. Preparing and clearing classrooms and work areas for lessons / activities as directed by the teacher/SENCo
2. Displaying pupils work as directed by the teacher
3. Monitoring the needs and behaviours of individual children and reporting these as appropriate.
4. Contributing to planning and recording of children's development
5. Providing general administrative / clerical support to the teacher with regard to lesson planning and resources for lessons / activities.
6. Undertaking pupil record keeping as requested.
7. Being aware of pupil strengths and needs/progress/achievements and report to the teacher as agreed.

## **Support the school by**

1. Being aware of the school's policies and procedures.
2. Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person.
3. Being aware of and supporting difference, ensuring all pupils have equal access to opportunities to learn and develop.
4. Contributing to the overall ethos/work/aims of the school.
5. Attending relevant meetings as required.
6. Participating in training and other learning activities and performance development as required.
7. Assisting with the supervision of pupils out of lesson times, including after school and at lunchtimes.
8. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
9. Safeguarding and promoting the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
10. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior leadership team / SENCO / teacher.
11. Carrying out your duties with full regard to the Council's / School's Equality Policy and Race Equality Scheme.
12. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

**PLEASE BE AWARE THAT, IN LINE WITH KEEPING CHILDREN SAFE IN EDUCATION 2023, AN ONLINE SEARCH MAY ALSO BE MADE ON CANDIDATES BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED.**

**THE SUCCESSFUL APPLICANT WILL ALSO BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED.**

**FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.**

Durham and Newcastle Diocese Learning Trust and Heighington CE Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date : 13<sup>th</sup> February 2026

## PERSON SPECIFICATION – TEACHING ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	GSCE Maths and English or equivalent at Grade C or above (or equivalent)	AF/C AF/C	D1 D2	Full and relevant EYFS qualification (please see attached list) Current First Aid certificate	AF/C
<b>Experience &amp; Knowledge</b>	E2 E3 E4	Experience of working with children of relevant age  Experience of working with children with additional needs supported through Education, Health and Care Plans  Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF/R/I	D3 D4 D5 D6 D7	Experience of TEACCH processes  Experience of working with children who are PEG fed.  Experience of using communication boards  Experience of delivering Occupational Therapy programmes  Experience of working restoratively	AF/I AF/C

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Skills</b>	E5 E6 E7 E8	Ability and confidence to support pupils in working on personalised programmes of learning.  Ability to work in a team and independently  Ability to work under own initiative  Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals	AF/I/R  I/R  I/R  I/R			
<b>Personal Attributes</b>	E9 E10	Ability to promote fairness and be a positive role model to pupils  Have high expectations of all children	I/R  AF/I/R			
<b>Special Requirements</b>	E11 E12 E13 E14 E15	To comply with the Trust's No Smoking at Work policy, Alcohol at Work and Health & Safety policies  Motivation to work with children  Ability to form and maintain appropriate relationships and personal boundaries with children  Evidence/experience of successful and sustained working with children who have a demand avoidant profile  Suitability to work with children	I  AF/I/R  AF/I/R  AF/I/R  AF/I/R/D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests

P	<u>Presentation</u>
I	<u>Interview</u>
R	<u>References</u>
D	<u>Disclosure</u>

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.