



# Chantry Middle School

Teaching Assistant Apprentice Recruitment Pack



# About Chantry Middle School

Chantry Middle School, is a very popular school situated in Morpeth, Northumberland, with currently 550 students on role. We are part of the Three Rivers Learning Trust and work closely with the other schools in the trust to ensure the quality of provision is the highest possible for the young people in our schools. The school has a wide catchment area which includes the market town of Morpeth and the surrounding area. The vast majority of our students join us from our 7 feeder schools: Morpeth All Saints, Cambo, Longhorsley, St Robert's, Stannington, Morpeth Stobhillgate and Tritlington. We are also very proud to be part of the Morpeth Partnership of Schools who are at the heart of the local community.

Chantry Middle School promotes an ethos of fulfilment, individual value and enjoyment, we acknowledge that our young people are individuals who possess differing strengths but who have a common entitlement. It is our aim to ensure these individual strengths have every opportunity to flourish and thrive.

Our dedicated and talented staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic

view of education, delivering a broad and balanced curriculum and cater for a wide range of interests through an extensive enrichment and extra-curricular programme.

The vision, principles and expectations of Chantry Middle School are reinforced through our 'core values' which stand at the very heart of all that we do. These values are woven through all aspects of school life.

Students at Chantry Middle School enjoy a rich and varied programme of activities which extends their experience across many aspects of the curriculum. This wider enrichment provision is an important part of the learning experience that we provide for students and we are proud of both the breadth of this offer and the way that the students engage with all opportunities that are provided for them.

We are rightly proud of our school and all that we achieve together and we look forward to meeting and working with you.

Mr Bryan Stewart  
Headteacher



# The Three Rivers Learning Trust

The Three Rivers Learning Trust was established in 2011 and consists of a single high school, The King Edward VI High School and three feeder middle schools, Newminster, Dr Thomlinson and Chantry as well as four first schools, Abbeyfields, Thropton, Harbottle and Stobhillgate. All of the schools have a long and proud history of providing an excellent education service to their local populations. The Learning Trust is managed by a single Board of Trustees to ensure the integration of educational provision for students between 3 and 19. We are seen locally as a centre of educational excellence

and have recently been 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 Three Rivers Learning Trust mission

We are a collaborative and caring learning community where all partners are treated equally and with respect. We believe that by sharing and working together we enhance learning and other opportunities. We want to prepare our children and young people for life, ensuring that they have the skills, abilities and motivation to succeed.

## Our vision

To provide engaging and enriching opportunities for all our **students** to become **accomplished**.

To empower all our **people** to become **fulfilled** in their work.

To provide education services which **delight** our **parents and carers**.

To share **excellence** and become more **operationally** efficient.

## Our values

**Integrity** - We do the right thing and do things right

**Inclusion** - We deliver comprehensive education which is accessible for all

**Innovation** - We continually strive to find ways to learn and improve

# Job Advert

**Chantry Middle School**  
**Part of The Three Rivers Learning Trust**  
**(9-13 Years Middle School,**  
**Headteacher: Mr Bryan Stewart)**

**Job title:** Teaching Assistant Apprentice (two positions available) 32.5 hours per week, fixed term contract for the duration of the training course (12 months), 8.40 am - 3.40 pm, Monday to Friday, term time + 5 teacher training days.

**Salary:** £6.50 per hour

**Responsible to:** Headteacher

This is a truly fantastic apprenticeship opportunity for someone who is keen to commit to the Level 2 TA qualification and earn a wage while they train in a welcoming and supportive school. The school has trained apprentices before and are keen to encourage, support and develop the successful people so that they qualify with a diverse and rich experience.

The successful candidates will be expected to commit and complete the level 2 teaching assistant apprenticeship training course provided by Gateshead Council.

Training will fully prepare the successful candidate for a career in supporting teaching and learning in a school. The right candidate may have some experience of working with young children in settings such as nursery, schools or clubs/activities outside of school. We are looking to appoint someone who is highly effective, enthusiastic and has a passion for working with children.

Successful candidates will work as part of a dedicated team alongside experienced professionals with very high expectations.

With a track record of supporting students to achieve their targets and knowledge of strategies used, we are committed to supporting you in your ongoing professional development. You should have excellent communication skills, commitment to working in a team and very good numeracy and literacy skills, to at least GCSE Grade C standard or equivalent.

For an informal discussion about this post please contact the school on 01670 512874.

The school is part of the Three Rivers Learning Trust. Whilst the schools within the Trust are separate with their own unique identity, there is one engaged and supportive Board of Trustees, to whom each school reports.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Further details and an application form are available by accessing the job vacancies section of our website [chantry.the3rivers.net](http://chantry.the3rivers.net) or by emailing [sarah.hall@chantry.the3rivers.net](mailto:sarah.hall@chantry.the3rivers.net).

Please note that applications should be made directly to Gateshead Council and not to the school.

**Closing date:** 12pm on Wednesday 1st December

**Interviews:** w/c 6th December 2021

## Completing an Application Form

Please go to <https://www.gateshead.gov.uk/article/3888/Apply-for-an-apprenticeship> to apply

# Job Description

## Job 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.

## Staff

Not applicable

## Finance

Not applicable

## Physical

Some shared responsibility for classroom equipment and materials

## Clients

Relevant School pupils

## Duties and key result areas

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 encourage children to act independently as appropriate

Support for the Teacher:

- 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
- Provide information to parents and carers as directed by the class teacher
- Provide the classroom teacher with clerical and admin support, particularly:
  - Undertaking bulk photocopying
  - Word processing
  - Filing
  - Collecting money

Support for the Curriculum:

- 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 as directed by the class teacher

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 that you 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

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.

# Person Specification

Essential	Desirable	Evidence
<b>KNOWLEDGE/QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills at least GCSE Grade C standard or equivalent.</li> </ul>		(a), (i), (t)
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• Working with or caring for children of the relevant age</li> </ul>	<ul style="list-style-type: none"> <li>• Basic clerical duties</li> <li>• Working as a member of a team</li> </ul>	(a)
<b>SKILLS AND COMPETENCIES</b>		
<ul style="list-style-type: none"> <li>• Appropriate First aid knowledge;</li> <li>• Basic ICT skills</li> <li>• Basic office skills:               <ul style="list-style-type: none"> <li>- Photocopying</li> <li>- Filing</li> </ul> </li> <li>• Can relate well to both children and adults</li> <li>• Can work as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• CLAIT Level 1</li> <li>• Current restraint techniques</li> </ul>	(a), (r)
<b>PHYSICAL, MENTAL AND EMOTIONAL DEMANDS</b>		
<ul style="list-style-type: none"> <li>• An active post involving periods of standing with some kneeling, bending and stretching</li> <li>• Need to remain alert to monitor pupil activity, learning and health and safety risks</li> <li>• Some pupil and family contacts may occasionally prove upsetting</li> </ul>		
<b>OTHER</b>		
<ul style="list-style-type: none"> <li>• Willingness to participate in training and personal development</li> </ul>		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits



**Contact us**

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