



# Newminster Middle School

Teaching Assistant/Library Assistant Recruitment Pack



# 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

## About Newminster Middle School

Newminster Middle School is a special and vibrant place to work and learn, with a dedicated and talented team of staff and an enthusiastic and determined community of young people who want to do their best.

We believe that children have a right to be secure, happy and successful in a wide variety of ways. We strive to maintain a calm, friendly atmosphere and a disciplined learning environment in order that all children can fulfill their potential.

We also believe that providing a breadth of opportunity for our students encourages them to develop a wide range of skills that will equip them for later life.

We have a holistic view of education, delivering a broad and balanced core curriculum and an extensive personal development, enrichment and extra-curricular programme. We truly believe that there is something here for everyone. Throughout a child's time at Newminster, there will be numerous opportunities for all young people to be involved in a wide range of activities including health and wellbeing, staying safe online, creative arts and more.

Our purpose is clear and straightforward: to provide a learning environment and curriculum where the principles of inclusion, opportunity and challenge are at its heart such that all students are able to fulfill their potential and successfully take the next steps in their learning journey.



# Job Advert

**Newminster Middle School**  
**Part of The Three Rivers Learning Trust**  
**(9-13 Years Middle School, Headteacher:**  
**Mrs Elizabeth Kinninment)**

**Job title:** Teaching Assistant/Library Assistant  
**Salary:** 30 hours term time + 5 teacher training days  
 - Band 2, approximately £12928 per annum.  
**Responsible to:** Headteacher  
**Permanent Contract:** To start as soon as possible

Applications are invited for the above post to start as soon as possible. We are looking to appoint a high quality, experienced and committed library/teaching assistant to join our welcoming and supportive team of staff to support the needs of our students. This will include managing, maintaining and promoting the school library, supporting teacher resourcing, in-class support, small group and 1:1 support as required.

Effective support of students with special educational needs and/or disabilities is a key priority at Newminster Middle in order to help all students achieve their full potential.

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 Elizabeth Kinninment, Headteacher via Sarah Hall on the contact details below.

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 [www.newminster.the3rivers.net](http://www.newminster.the3rivers.net) or by emailing [sarah.hall@newminster.the3rivers.net](mailto:sarah.hall@newminster.the3rivers.net).

**Closing date:** Monday 8th November, 12.00 noon  
**Interviews:** Tuesday 16th November

## 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

## Job purpose

- To work under an agreed system of supervision and address the needs of students who need particular help to overcome barriers to learning
- To support and develop the school's library in consultation with the Headteacher, governors and staff, and in conjunction with the overall School Development Plan

## Staff

N/A

## Finance

N/A

## Physical

Responsibility for equipment and material relating to role

## Clients

One to One classes and support to relevant school students

## Duties and key result areas

### Support for students

- Promote enjoyment of, and excitement about reading to all children
- Assess the needs of students, referring to Accelerated Reader data; use detailed knowledge and specialist skills to support students learning
- Develop and implement student profiles
- Establish productive relationships with students and respond to the needs of each individual child, acting as a role model and setting high expectations
- Actively promote inclusive practice within the classroom and other school settings to ensure acceptance of all children. Encourage children to play and interact with one another positively
- Support students constantly whilst recognising and responding to their individual needs
- Have challenging expectations that encourage children to act independently and build self esteem
- Provide feedback to students in relation to progress and achievement

### Support for the Teacher

- Identify and source quality resources for the school library and classroom libraries to deliver the National Curriculum and support equality and diversity issues

- Organise and manage appropriate learning environments and resources for learning
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives
- Provide the teacher with accurate and objective feedback on student progress and other matters, ensuring the availability of supporting evidence
- Undertake the maintenance of students' library records
- Support the teacher in the management of student behaviour
- Establish constructive relationships with parents and carers and participate in feedback sessions as directed
- Administer and mark tests and invigilate exams
- Undertake the marking of students' work
- Support the production of resources where required

### Support for the Curriculum

- Deliver learning activities to students within an agreed framework of supervision, adjusting activities to meet student needs
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support student development
- Support use of ICT in learning and develop students' competence and independence in its use
- Help students access learning activities through specialist support

### Support for the School

- Manage, maintain and promote the school library and teacher resources
- Comply with all school policies and contribute to the development of policy relating to: Confidentiality and data protection
- Work in such 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 students outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher
- Attend and participate in regular meetings
- Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.

## Job Description (continued)

### Duties and responsibilities

- Develop and promote the role of the library in the school with an active engagement
- Work closely with teaching staff to plan and deliver the curriculum
- Promote the effective and efficient use of the library and library resources
- Work with teaching staff to take a strategic approach to cultivating a love of reading in children
- Support the management of the school library and library resources throughout the school
- Select, acquire, maintain and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues
- Organise, catalogue and classify library resources, both electronic and print-based
- Prepare and manage a library budget
- Supervise and train staff, parents, volunteers and student librarians working in the library
- Make full use of ICT in the library
- Make full use of the Schools Library Service and other sources of information and support
- Make the library attractive and accessible to all children and staff, including displays, guiding and publicity materials

- Keep the Headteacher, school governors and parents informed about the needs and development of the library and information service in the school
- 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	Assess by
<b>KNOWLEDGE/QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• Knowledge of children's literature and children's resources to support the curriculum</li> <li>• Knowledge of how ICT can be used to support reading development</li> <li>• Awareness of child development and the role of reading in the educational development of the child</li> <li>• Meet the National Standards for TAs or equivalent qualification</li> <li>• Excellent numeracy and literacy skills (at least NVQ 2 Qualification)</li> <li>• Participated in training related to various national strategies e.g. literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources</li> <li>• Knowledge and understanding of library and information skills</li> <li>• Specialist Degree (Middle/High)</li> <li>• HSAW First Aid Certificate or equivalent</li> </ul>	<p>Application Interview Ability tests</p>

## Person Specification (continued)

EXPERIENCE		
<ul style="list-style-type: none"> <li>Working with children of the relevant age</li> <li>Basic clerical skills</li> <li>Planning effective actions for students at risk of underachieving</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and use of Accelerated Reader Programme</li> <li>Knowledge and use of Reading Plus Programme</li> <li>Experience of delivering extra curricular clubs or enrichment programmes</li> <li>A satisfactory attendance record (normally less than 5 days in a year) but taking into account individual circumstances</li> <li>Library experience; experience of working with schools or with children</li> <li>Supervising small groups of children</li> <li>Counselling</li> <li>Working with children with additional needs</li> </ul>	Application Interview
SKILLS AND COMPETENCIES		
<ul style="list-style-type: none"> <li>Ability to use library management systems and other ICT software (or willingness to learn these skills quickly)</li> <li>Ability and courage to innovate</li> <li>Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them</li> <li>Ability to think strategically and creatively, as well as having an eye for detail</li> <li>Ability to use other types of learning technology:               <ul style="list-style-type: none"> <li>Photocopying</li> <li>Whiteboards</li> <li>Ipads</li> <li>Video</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Effective ICT skills and 2 years experience of using ICT in a learning environment</li> <li>Good understanding of the principles of child development and the learning process. Can work as a member of a team, understanding their role in the classroom and associated responsibilities</li> <li>Understanding of codes of practice and recent relevant education</li> </ul>	Application Interview Reference
PHYSICAL, MENTAL AND EMOTIONAL DEMANDS		
N/A	N/A	
OTHER		
<ul style="list-style-type: none"> <li>Willingness to participate in training and personal development</li> </ul>	N/A	

**Contact us**

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