

Teaching Assistant Job Pack



CRAMLINGTON LEARNING VILLAGE



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' salary sacrifice scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with HSF Health Plan to provide OptiLife, a healthcare cash plan, 24/7 GP advice, a counselling service and a range of shopping discounts through their exclusive HSF Perkbox
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via recruitment@cramlingtonlv.co.uk

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving

11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

Post Title: Teaching Assistant
Salary: CLV Band 3 £21,680 - £22,025 per annum (actual for less than 5 years service)
(£26,427 - 26,847 per annum full time equivalent)
Contract: 35 hours term time plus 6 days
Fixed Term Contract until 17 December 2027

We are looking to appoint a hardworking, reliable and caring person who can encourage and motivate young people. Applicants should be able to work as part of a team to support access to learning and provide general support to the teacher in the management of students. This could be on an individual basis or as part of classroom support and could involve working with students with a variety of needs including visual impairments, ASD or ADHD.

Applicants should have a basic knowledge of SEND and barriers to learning. Experience of working in an education background would be beneficial.

The post is available on a fixed term, part time, term only basis until 17 December 2027.

Our recent [Ofsted inspection report May 2026](#) found Cramlington Learning Village graded 'Strong' in Attendance and Behaviour, Curriculum and Teaching, Inclusion, Leadership and governance and Personal development and wellbeing. Achievement and Post 16 provision was graded as 'expected'.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that the use of publicly available online information may form part of the pre-employment checks.

Further details and application forms are available via our website at **www.cramlingtonlv.co.uk** or by contacting recruitment@cramlingtonlv.co.uk, to whom completed application forms should be sent to arrive no later than **midday on Wednesday 21 October 2026**.

Job Description

Job Title:	Teaching Assistant (CLV Band 3)
Reporting To:	SENDCO
Contract Type:	35 hours per week term time plus 6 days
Clients/ Liaison with:	All Staff and Students

Duties and key result areas:

Support for Pupils

1. Use specialist skills, training, or experience to support pupils' learning.
2. Assist with the development and implementation of student support plans.
3. Provide pastoral support for pupils.
4. Work with students who have adapted timetables.
5. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.
6. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
7. Encourage children to co-operate and interact with one another.
8. Support pupils consistently whilst recognising and responding to their individual needs.
9. To have challenging expectations that encourages children to act independently and build self-esteem.
10. Provide feedback to pupils in relation to progress, achievement and attendance.
11. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
12. Provide support for pupils with special educational needs.

Support for the Teacher

1. Contribute to effective management of transition plans.
2. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
4. Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.
5. Manage the maintenance of pupils' records accurately record achievement and reporting.
6. Support the teacher in the management of pupil behaviour.
7. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.

8. Assist in the development, implementation and monitoring of systems relating to pupil attendance and reintegration.

Support for the Curriculum

1. Implement learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs.
2. Help pupils access learning activities through specialist support.
3. Advise on appropriate deployment and use of specialist equipment or resources.
4. Mentoring a cohort of young people.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. 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.
5. Attend and participate in regular meetings.
6. Assist in the development of multi agency contacts to support the learning and development of children.
7. To safeguard and promote the welfare of all children and young people at Cramlington Learning Village and adhered to all safeguarding policies and procedures.
8. To undertake other duties and responsibilities as required commensurate with the grade of the post.
9. To support students and staff involved in Challenge Wednesday activities.

Additional information

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

Teaching Assistant (CLV Band 3)

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (P) presentation, (C) recruitment checks

	Essential	Desirable
Relevant experience Assessed By: A/I/R	• Experience of working with children/young people	• Recent experience of working in a school • Experience of relevant age group • Experience of working with children with special needs
Education/Training Attainments Assessed By: A/I/R	• A standard of written and spoken English that supports pupil's learning • 5 GCSE passes including English and Maths	• A level or equivalent passes • TA specific qualification equivalent to NVQ Level 2 or 3
Disposition/Personal qualities Assessed By: A/I/R	• High expectations of oneself and students • A commitment to and interest in the wellbeing, support and achievement of students • Energy and enthusiasm • Awareness of confidentiality • Ability to work as part of a team • Able to manage time effectively • Ability to be flexible to the needs of the children	

Knowledge and skills Assessed by: A/I/R	● An understanding of the varied needs of children as they develop socially and academically ● A commitment to promoting equal opportunities and meeting individual needs ● Effective communication, interpersonal and organisation skills ● Ability to use ICT/the internet and email to support pupils' learning	● A knowledge of behaviour management techniques that support school and classroom practices ● Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies.
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Training and professional development Assessed By: A/I/R	● Willingness to take part in appropriate training and personal and professional development ● Suitability to work with children and young people ● To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.	
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