

# Application Pack



**LEVEL 3 LEARNING ASSISTANT**

**PENNYMAN PRIMARY ACADEMY**

Tees Valley Education Trust

**Job Ref: PPA319**



**TEES VALLEY**  
**EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

## WELCOME LETTER FROM THE TRUST

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birth-right. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley  
**Chief Executive Officer**

## ADVERTISEMENT

### Level 3 Learning Assistant

**Status:** Permanent

**Required:** As soon as possible

**Salary:** NJC POINT 6-7 (FTE £25,182 - £25,583), pro-rata (£21,757 -£22,104)

**Hours:** 37 hours, term time only (TTO) plus 5 PD Days

**Reporting to:** Headteacher

**Academy:** Pennyman Primary Academy, Fulbeck Road, Middlesbrough, TS3 0QS

## **About the Trust**

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (2 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (2 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

Tees Valley Education wish to appoint an enthusiastic, experienced and committed learning assistant. This position would be to work with children predominantly in **early years**, but this could be across the primary age range.

## **About the role we are looking to appoint:**

We are looking to appoint a dedicated learning assistant, who is proactive, enthusiastic, energetic and reliable. As a Level 3 learning assistant, you will work alongside the class teacher, helping pupils to get the most out of their learning and supporting individuals or groups of pupils. You may also be required to work 1:1 with pupils.

We are looking for someone who enjoys working with children, can remain calm and positive, and has strong communication and interpersonal skills. We are looking for someone who can be a role model to our children and support them in being successful learners. The right candidate will combine excellence for supporting our learners and will be able to engender to all stakeholders the academy core values of kindness, resilience, respect and teamwork.

## **What the Trust will provide the successful candidate with:**

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.

- Free parking
- Enrolment into the local government pension scheme
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

**Safeguarding requirements for the role:**

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

## JOB DESCRIPTION

To work with teachers to support teaching and learning, providing support to the teacher in an aspect of the curriculum such as the early years framework, age range or additional needs. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and assessment cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally (e.g. short-term absence of teacher) or for regular short periods with teacher's planning provided.

## MAIN DUTIES AND RESPONSIBILITIES

- Use skills/training/experience to support all pupils
- Promote the inclusion and acceptance of all pupils
- Work with classes, small groups and individuals in order to support them accessing learning across the curriculum as directed by the class teacher
- Encourage pupils to interact with others and engage in activities led by the teacher
- Support pupils in their own personal development to be successful through promoting excellent attitudes towards learning and behaviour
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- Supervise pupils who may be working outside normal timetables or who need 1:1 support outside the classroom
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Supervise pupils and ensure they are happy and safe at playtimes and lunchtimes

## SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required to the teacher; on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake feedback/marking of pupils' work, recording achievement/progress as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher
- Provide general resource support and ensure the learning environment is in good order e.g. photocopying, preparation of classroom resources, displays and good classroom organisation

## SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement agreed learning strategies/curriculum activities and make effective use of opportunities to support the development of relevant knowledge and skills
- Help pupils to access learning activities through targeted support
- Determine the need for, prepare and maintain general and specialist equipment and resources

## SUPPORT FOR THE ACADEMY

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Understand and fully implement the academy's Positive Behaviour Management Strategies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Supervise whole classes occasionally with teacher's planning provided
- Undertake delivery of extended schools provision e.g before and after school

## SAFEGUARDING

- All staff must adhere to the Trust's safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

The job holder may be required to work flexibly between the hours of 8am and 6pm.

The job holder may be required to work across the academy group.

The job holder may be required to undertake additional training e.g. first aid, Positive Handling.

Signed (Employee)			
Date:			
Signed (on behalf of employer):		Name and Role:	
Date:			

## PERSON SPECIFICATION

QUALIFICATIONS	E/D
GCSE grade C or above in English and Mathematics (equivalent qualifications considered)	E (1)
NVQ level 3, or equivalent in a relevant area	E (2)
Early years qualification	D (1)
EXPERIENCE	
Experience of working with pupils in a classroom environment	E (3)
Experience of supporting the delivery of learning tasks to groups of pupils	E (4)
Experience of supporting pupils with academic and pastoral development	E (5)
Experience of delivering learning to whole classes	D (2)
Experience of recording children's learning	D (3)
KNOWLEDGE, ABILITIES AND SKILLS	
Ability to relate well to children	E (6)
Working knowledge of implementing the national curriculum or Early Years statutory framework	E (7)
Good understanding of child development and learning processes	E (8)
Ability to support the provision of a stimulating, organised and educationally rich learning environment	E (9)
Full working knowledge of relevant policies/codes of practice/legislation	E (10)
Have a working knowledge of how technology can be used to support learning	E (11)
Ability to work as part of a team, following instructions and on own initiative, leading when required	E (12)
Good communication skills, including the use of standard English	E (13)
Ability to use time effectively to enable work to be prioritised and for deadlines to be met	E (14)
Ability to relate well to parents/carers and the wider community	E (15)
Knowledge of the concept of confidentiality	E (16)
Commitment to safeguarding and protecting the welfare of children and young people	E (17)
Ability to assess pupils' development	D (4)
Be able to plan/deliver structured learning and after school activities successfully for individuals and groups of children	D (5)
Experience of delivering interventions and being able to provide feedback on progress	D (6)
First Aid certificate (including paediatric)	D (7)
Knowledge of early childhood development	D (8)

E – Essential,

D - Desirable

**Important:** In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.



## HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website [www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk) or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to [pennyman@tved.org.uk](mailto:pennyman@tved.org.uk) - please be aware the academy cannot be responsible for any formatting anomalies when printing. **Please add Pennyman level 3 learning assistant in the subject box.** If you are unable to submit an electronic application form, handwritten or electronic printed copies should be posted or hand delivered to the following address for the attention of **Mrs L. Stogdale.**

Pennyman Primary Academy  
Fulbeck Road  
Middlesbrough  
TS3 0QS

### Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

### Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

### References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

## **Interview process**

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, 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
- Attitudes to use of authority and maintaining discipline

## **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

**Please contact the academy office on 01642 314750 to arrange a visit if you wish to look around.**

For your information, the recruitment timetable is detailed below:

**Closing Date: Friday 17<sup>th</sup> January 2025 @ 9am**

**Shortlisting: Tuesday 21<sup>st</sup> January 2025 @12pm**

**Interviews: TBC**

# EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

## **Objectives Statement**

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

# EMPLOYMENT APPLICATION FORM

Please complete all sections of the form fully: CVs will not be accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or dismissal if you are in post. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

<b>Vacancy Job Title</b>	<b>Job Ref Number</b>
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## PART 1

### INFORMATION FOR SHORTLISTING AND INTERVIEWING

<b>Salutation (Mr, Ms, Miss, Mrs, Dr etc)</b>	
<b>First Name:</b>	
<b>Middle Name/s:</b>	
<b>Surname/family Name:</b>	
<b>Contact email address:</b>	
<b>Contact telephone number</b>	
<b>Social Media Tag names e.g. Twitter/Facebook/Instagram/LinkedIn etc</b>	

**2. LETTER OF APPLICATION** Please enclose a letter of application of no more than 2 A4 pages which details why you are suitable for the post, your experience to date and how this meets the person specification.

### 3. PRESENT / LAST APPOINTMENT

<b>Name, address and telephone number of last employer/school/academy</b>	
<b>Job title</b>	
<b>Date appointed to current post</b>	
<b>Permanent/Temporary</b>	
<b>Full Time/Part Time</b>	
<b>Current salary</b>	
<b>Notice period</b>	

## 4. FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order (most recent first) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
1						
2						
3						
4						
5						
6						
7						
8						

Please enclose a continuation sheet if necessary

**5. SECONDARY EDUCATION & QUALIFICATIONS**

Name of School/College	From	To	Qualifications Gained (Date and Grade)

**6. HIGHER EDUCATION**

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Grade	Date of Examination and Qualifications Obtained

**7. PROFESSIONAL COURSES ATTENDED** Please list relevant courses attended in past 3 years.

Subject	Organising Body	Date(s)	Duration

**8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

**9. REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/>	
<i>(Please be aware that this could delay the interview process)</i>	

**Second referee**

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/>	
<i>(Please be aware that this could delay the interview process)</i>	

## PART 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

### 10. PERSONAL INFORMATION

Surname or family name	
All previous surnames	
All forenames	
Title	
Date of Birth	
Current Address	
Postcode	
Resident at this address since	
Home telephone number	
Mobile telephone number	
Email address	
National Insurance Number	
Have you ever been subject to a child protection investigation by your employer or the General Teaching Council/Teaching Agency/former Independent Safeguarding Authority?	Yes      No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.
Are you subject to any legal restrictions in respect of your employment in the UK?	Yes      No If YES please provide details separately
Do you require a work permit?	Yes      No If YES please provide details separately
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	Yes      No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).
Are you related to or have a close personal relationship with any pupil, employee, trustee, member or local academy chair?	Yes      No If YES give details separately under confidential cover
<b>TEACHERS ONLY</b>	
Early Career Teachers ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	Numeracy Literacy ICT <span style="float: right;">(if applicable)</span>
DfE reference number (if applicable)	
Did you qualify as a teacher after May 1999? (if applicable)	Yes      No If Yes, in which school was induction completed?



## 11. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service. Failure to declare any convictions (that not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?  
Please tick the relevant box

Yes  No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and bring this with you on the day of your interview. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance.

## 12. UK GDPR and DATA PROTECTION ACT

The information collected on this form will be used in compliance with the UK GDPR and Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to trustees, Occupational Health, DfE, Teachers Pensions Agency and local government pensions scheme, Department for Education, pension, payroll and personnel providers including relevant statutory bodies. For further information refer to the trust's privacy policy via Tees Valley Education website: <https://www.teesvalleyeducation.co.uk/>.

You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

## 13. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee, trustee, member, local academy chair will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

## 14. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

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Signature of applicant

Date

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Print name

**This section of the application form will not be available to the shortlisting/interview panel.**

## PART 3

## EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the UK GDPR and Data Protection Act.

Ethnic Group	Workforce Census Code	Please tick	
White	WBRI	British English Welsh Northern Irish Scottish	<input type="checkbox"/>
	WIRI	Irish	<input type="checkbox"/>
	OOTH	Irish Traveller	<input type="checkbox"/>
	OOTH	Gypsy	<input type="checkbox"/>
	WOTH	Other White background	<input type="checkbox"/>
Mixed	MWBC	White and Black Caribbean	<input type="checkbox"/>
	MWBA	White and Black African	<input type="checkbox"/>
	MWAS	White and Asian	<input type="checkbox"/>
	MOTH	Other Mixed background	<input type="checkbox"/>
Asian or Asian British	AIND	Indian	<input type="checkbox"/>
	APKN	Pakistani	<input type="checkbox"/>
	ABAN	Bangladeshi	<input type="checkbox"/>
	CHNE	Chinese	<input type="checkbox"/>
	AOTH	Other Asian background	<input type="checkbox"/>
Black or Black British	BCRB	Caribbean	<input type="checkbox"/>
	BAFR	African	<input type="checkbox"/>
	BOTH	Other Black background	<input type="checkbox"/>
Other ethnic group	OOTH	Arab	<input type="checkbox"/>
		<i>Write in:</i>	<input type="checkbox"/>
Prefer not to say	REFU		<input type="checkbox"/>

### Religion

*Please tick*

No religion	<input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other	<input type="checkbox"/>

### Disability

*Please tick*

Do you consider that you have a disability?

Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Yes	
No	
Prefer not to say	
My disability is: <i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	