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# TEACHING ASSISTANT



**Springwell**  
School

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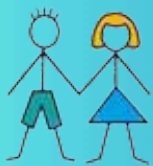
**Keep In Touch  
With Us**

01429 280600 

[www.springwellschool.co.uk](http://www.springwellschool.co.uk) 

Wiltshire Way, Hartlepool, TS26 0TB 

**EXTOL**  
TRUST 



**Springwell**  
**School**

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Dear Applicant,

Thank you for taking the time to look through the following information about our school. We very much look forward to hearing from you as you progress your interest in the post to an application.

It is a privilege to be the Head Teacher of Springwell School, an outstanding school where the children are a delight and the hard-working staff and governors are committed to ensure the best possible outcomes for all our children.

Informal visits are welcome and can be facilitated either within, or outside of, the school day. Please feel free to get in touch to arrange a visit if you would like to do so.

Kind regards.

Zoe Westley  
Headteacher

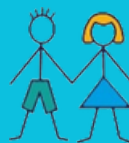




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# TRUST VISION & VALUES

Extol Trust is an ambitious and collaborative Trust based in the North East of England. The Trust's conception was driven by a passion and a moral belief that all pupils deserve to attend a 'stand out school', where they flourish personally, academically and socially.

We place children at the centre of all we do, aiming to create a climate where excellence flourishes as a result of outstanding leadership, engaging teaching and high quality learning. We are a Trust which works hard to be an employer of choice ; we know we can't have great schools without great staff and we work very hard to recruit, retain and develop our people to be the best they can be.

We place Extol Trust as both a system and civic leader, working with other organisations to advance education for the wider common good. Through the development of purposeful partnerships and true collaboration, we aim to impact not only on our school communities but the wider education landscape. We believe that strong collaborative Trusts should be at the front and centre of shaping education reform.



Mr Craig Nicholson  
CEO



# TRUST VISION & VALUES

Our aims are reflected in our continual commitment to the 'levelling up' agenda within education and the North East communities that we serve. As a collective we are determined that all pupils, regardless of background or where they go to school, have equal access to a high-quality education which equips them with the knowledge, skills and understanding to realise their ambitions and attain their potential.

## OUR CORE VALUES

**Inspiration** Extol is a Trust that inspires all of its schools to be that "stand out school". We constantly seek inspiration from local, national and international initiatives/research. We passionately believe that by investing in our workforce we develop an inspiring, committed and professional team within each school

**Excellence** Extol has a focus on excellence in all that we do. We strive to achieve the very best for our schools and their communities. We know that access to an excellent education opens opportunities for individuals and the community in which they live

**Partnership** Extol knows there is power within a partnership of schools. We believe that a true, inclusive partnership with people driven by the same 'why', allows our family of schools to learn with and from each other.

Mr Craig Nicholson  
CEO



# OUR SCHOOL

Our school is not just a place for education, it's a thriving and welcoming community where a smile is the norm.

Children have the opportunity to take part in a wide range of additional activities such as cookery, trampolining, swimming and sensory exploration. During their time at Springwell School, children will grow in confidence, develop independence and enjoy learning in a school that goes that extra mile.

The school is blessed to have the most dedicated and passionate Senior Leaders, Teachers and Support Staff who truly care about every single child within our school and who will exceed expectations to ensure that Springwell gives children lasting memories and is an experience through which they will truly flourish.



# ADVERTISEMENT

## Three Teaching Assistants

Permanent posts

We are looking to appoint for September 2026

Band 6 £25, 989 - £26, 403 (whole time)

Actual Salary £19, 722.86 - £20, 490.71 per annum

32.5 hours / week, term time only + 5 PD Days (195 days per annum)

Springwell School caters for the needs of primary aged pupils with Profound and Multiple Learning Disabilities, Severe Learning Disabilities and Autistic Spectrum Disorders.

Due to our growing cohort, we need three dynamic, enthusiastic, experienced and appropriately qualified Teaching Assistants. We are looking for people with the ability to motivate and enthuse children with special needs. The post could potentially be in any of our classes.

Springwell School, as part of Extol Academy Trust, is committed to safeguarding and promoting the welfare of children. It will ensure that the highest priority is given to following current guidance and regulations to keep the children in our care safe. As such this post is subject to safer recruitment measures and is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and requires an Enhanced check to be made through the Disclosure and Barring Service (DBS).



# ADVERTISEMENT

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Applicants must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English. Please state clearly which contract you are applying for. Applicants will also be expected to provide proof of qualifications.

If you would like to visit Springwell or discuss this post, please contact the Head Teacher (Zoe Westley), the Deputy Head Teacher (Sam Beacher) or Assistant Head Teachers (Louise Hillan & Caroline Derbyshire).

They can be contacted via the school telephone number: 01429 280600.

References will be sought from current and previous employers. Testimonials and open references will not be accepted.

# JOB DESCRIPTION

## Purpose of the role

To work with teachers to support teaching and learning by working with individuals and/or small groups of pupils, adjusting activities within set parameters under the direction, guidance and supervision of teaching staff.  
Responsibility to provide short term emergency cover by supervising classes.  
May be responsible for some learning activities within the overall teaching plan.  
NB roles at this level do not deliver 'specified work' as defined by the Education Act 2002

## Responsibilities

To provide teaching and learning support to individuals and/or groups of pupils in the learning environment.

- In addition to carrying out the main functions of a Teaching Assistant Band 5 as set out below, the Band 6 Teaching Assistant will be expected to, within an agreed system of supervision, to provide emergency short term cover by supervising classes through the use and deployment of pre-planned activities.

Working under the direct supervision and guidance of a teacher:

- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.
- Implement planned learning activities and teaching programmes as defined by the teacher adjusting activities within set parameters according to the pupils' responses
- Participate in the evaluation of learning activities with teaching staff providing verbal and written feedback on pupils' progress, development and attainment, including providing written and verbal feedback on observations undertaken.
- Working with individual pupils and/or groups of pupils on targets and assisting pupils to meet learning objectives.
- Provide feedback to pupils in relation to attainment and progress under the guidance of a teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate
- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
- Support independent learning and the inclusion of all pupils
- Support the raising of educational aspiration in all pupil/parent contact
- Support pupils using IT in their learning activities and develop pupils' competence, confidence and independence in its use.
- Assist in the creation of individual development plans as required by teaching staff
- Support the work of volunteers and other support staff in the setting
- Select, prepare and clear up materials used in the learning environment ensuring that they are available for use as directed by the teacher, including photocopying, filing and the presentation and display of the pupils' work
- Support pupils in their social, emotional and personal development
- It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and the needs of all pupils.
- Promote high standards of behaviour, employ effective de-escalation strategies and where necessary, exercise appropriate physical intervention

Teaching Assistants in this role may also;

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene as required while encouraging independence
- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Monitor and manage stock and supplies for the classroom

# JOB DESCRIPTION

## **Indicative Knowledge, Skills, Experience**

- Working at national occupational standards (NOS) in supporting Teaching and Learning (core and relevant optional units as required) reflected in the NVQ3 and Level 3 Certificate in Supporting Teaching and Learning on the Qualification and Credit Framework (QCF) framework or equivalent experience.
- Awareness of policy, procedures and legislation relating to child protection and health and safety

## **Professional Standards for Teaching and Learning Support Staff**

All Support Staff engaged in teaching and learning should adhere to, and uphold, the following standards;

### Personal and professional conduct

- Uphold the ethos, policies and practices of the school
  - Through positive attitude, values and behaviours, develop and sustain effective relationships within the school family
  - Have due regard for the need to safeguard pupil well-being by following relevant statutory guidance in addition to school policy and practice
  - Recognise differences and respect cultural diversity
  - Ongoing commitment to practice development through self-evaluation and awareness
- ### Knowledge and understanding
- Be willing to acquire the appropriate skills/qualifications/experience required for the role
  - Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so.
  - Increase personal effectiveness in the setting through reflective practice and ongoing CPD ensuring that knowledge and understanding are current in doing so
  - Support teachers and pupils in achieving positive outcomes through the maintenance of a level of subject and curriculum knowledge relevant to the role
  - Understand the role and responsibilities within the learning setting and whole school context in the knowledge that those responsibilities extend beyond a direct support role

### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase levels of pupil achievement
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities
- In line with school policy and procedure, consistently apply effective behaviour management strategies
- Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
- Through organising and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment

### Working with others

- Through effective liaison, communication and partnership working, recognise, value and respect the role and contribution of other professionals, parents and carers
- Keep other professionals accurately informed of progress or concerns they may have about pupils that they work with
- Through an appreciation of the role and responsibilities, work in partnership with classroom teachers and colleagues by ensuring that their knowledge is able to inform planning and decision making
- Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision

# JOB DESCRIPTION

## School Ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
- As and when required as directed by teaching staff, to escort pupils home with an appropriate colleague.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the domestic care and general welfare of pupils in respect of toileting, at meal times and changing using specialist equipment where necessary.



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# PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	
Application	<ul style="list-style-type: none"> <li>• High standard of presentation</li> <li>• Well-structured supporting letter</li> <li>• Fully supported in references</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ability to use IT effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• BTEC NVQ Level 3 or equivalent</li> <li>• GCSE grade 4 (C) or above in English Language &amp; Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach certificate (valid)</li> <li>• Basic First Aid certificate (valid)</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children with a range of SEND</li> <li>• Experience of using IT to support learning</li> <li>• Experience of handling confidential and sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using appropriate approaches to assessment</li> <li>• Experience of working with parents, carers and/or other agencies to support children</li> <li>• Experience of working with people who require personal/intimate care, physical intervention/behaviour management strategies, participating in development activities such as swimming etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent communication skills with children with SEND and staff</li> <li>• Ability to plan time effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce resources to meet individual needs of the learners</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the Primary Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Use of an interactive whiteboard</li> <li>• Knowledge of the Early Years Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• The desire to make a contribution towards the ethos and vision of our school</li> <li>• Reliable and good time keeper</li> <li>• Able to use own initiative</li> <li>• Willingness to take part in appropriate training and development</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>



# APPLYING

## Requesting an application form

Application forms and further details are available to download from the school website or Trust websites

<https://www.springwellschool.co.uk/vacancies/>

<https://www.extoltrust.co.uk/staff-vacancies/>

or via Jobs North East

<https://www.northeastjobs.org/> .

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at <https://www.springwellschool.co.uk/gdpr/>

## Completed application forms

Please email completed application forms to:

**office@springwell school.co.uk** or post to Springwell School, Wiltshire Way, Hartlepool, TS26 0TB by the closing date specified.

**Closing date for applications:** Friday 24<sup>th</sup> July, 2026 at 12pm

**Shortlisting:** Friday 24<sup>th</sup> July, 2026

**Interviews will be held on:** Monday 3<sup>rd</sup> August, 2026