



# Marine Park First School

Headteacher: Mr S Easton

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24<sup>th</sup> September 2018

Dear Applicant,

## POST OF TEACHING ASSISTANT-MARINE PARK FIRST SCHOOL

Thank you for expressing an interest in the Teaching Assistant post at Marine Park First School.

The Governors of this successful, large, friendly and happy First School invite applications for the post of Teaching Assistant. We are looking to appoint a Teaching Assistant to work as part of our team and contribute to the outstanding education, safety, welfare, wellbeing, happiness and behaviour that we strive to achieve for the pupils at our school.

### Details of the post:

- 1 x 18.75 hours per week (8.30 a.m. -12.15 p.m. 5 mornings per week), term time only, in Year 3, fixed term to cover a maternity leave.

You will be required to work under the guidance/supervision of the classroom teacher.

### Day-to-day tasks could include:

- planning, delivering and evaluating teaching and learning activities
- preparing the classroom for lessons
- helping pupils who need extra support to complete tasks, individually and in groups
- observing pupil performance and reporting on observations to the teacher
- supervising playtimes, art and craft activities and displaying work
- looking after children who are upset or have had accidents
- playing educational games with children and encouraging younger children to learn through play
- setting up information and communication technology (ICT) resources and supporting teaching and learning through the use of ICT
- listening to pupils read, reading to them, or telling them stories
- helping with outings and sports events
- carrying out routine administrative tasks

### What qualifications, experience and/or skills do you need?

- the ability to build good working relationships with both pupils and adults
- good organisational skills
- good literacy and numeracy skills
- the ability to manage groups of pupils and deal with challenging behaviour
- good reading, writing and numeracy skills
- experience of working with children in a school
- Teaching Assistant Qualification or equivalent/higher qualification

This school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and will need to have two fully supportive references from current employers/placements. If you can work collaboratively with a positive staff team, a supportive governing body and, above all, engaging children, please return an application form to the school.

We look forward to receiving it no later than 3.15 p.m. on the 12<sup>th</sup> October 2018. Please be aware that we will not consider late applications or accept applications submitted electronically.

Yours sincerely

Mr Stephen Easton  
Headteacher