



**The Roman Catholic Diocese of Hexham and Newcastle
In partnership with Bishop Wilkinson Catholic Education Trust**

Teaching Assistant

£19,312 FTE, Band 3 pro rata

25.5 hrs per week, Term Time Only, Fixed Term until 31.8.2022

St Joseph's Catholic Middle School, Highford Lane, Hexham, NE46 2DD

Headteacher: Mr Paul Naughton

Tel: 01434 605124

Website: www.hexhamstjosephs.uk

Email: admin@hexhamstjosephs.uk

Number on Roll: 279

Required as soon as possible

We are looking for someone who will:

- contribute to the effective implementation of individual programmes by supporting the teaching and learning experiences, which enhance the learning and development of young people.
- help to create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the supervising teacher.
- contributing to the development of care and learning plans and contribute to the preparation of reports and update daily records and logs.
- maintain a professional relationship while developing a good rapport with young people.
- be familiar with age related expectations of students, the main teaching methods and assessment framework in the relevant subjects, as well as establishing professional, productive working relationships with students.
- deliver intervention programmes to individuals and small groups, implement and support the review of Individual Education, Behaviour, Personal Care Plans and /or EHCPs.
- cover break and lunch times when required.

St Joseph's Catholic Middle School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 24 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 30 schools by the end of 2021 and reach a total of 48 schools by 2022.

How to apply

Application forms and further details are available from our website www.hexhamstjosephs.uk and should be returned to alison.mellor@hexhamstjosephs.uk

Closing date: Thursday 30th September 2021 by 12 noon

Shortlisting: Friday 1st October 2021

Interviews to be held: week commencing Monday 4th October 2021

Only applications received on the CES application form will be considered for shortlisting.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the 'Notes for Applicants' document.

Equality Monitoring

Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.

The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.

Emailed applications are acceptable

Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.