January 2020

Ref: JHE/SRO

Dear Applicant

**Vacancy for Teaching Assistant, Term Time plus 6 INSET days – Full time/Part time considered**

Thank you for showing an interest in the above position at Newcastle Academy. This is a fantastic opportunity for the selected candidate to thrive in a challenging role in a fast-paced environment with an expanding multi-academy trust.

This post would suit a flexible, energetic and forward-thinking person who is keen to support the Trust as it grows on its journey to outstanding. The Teaching Assistant role will include liaison with both teaching staff and students, as well as external partner agencies and parents, so good communication and relationship skills are key. Ofsted (November 2019) say “Staff support pupils with special educational needs and/or disabilities (SEND) well. Teachers take pupils’ needs into account when planning learning. Teaching assistants provide the right support in class when pupils need it.”

The ability to work confidentially, sometimes in stressful situations, is important, and we would prefer someone with previous experience in schools or working with young people. Your enthusiasm and motivation will support the SEN provision in our academy.

In the United Endeavour Trust we are preparing young people for life in the 21st Century. We believe passionately that our pupils should leave school with the skills, qualifications and attitudes to prepare them for adulthood. This is best achieved through a challenging and demanding curriculum that provides many opportunities for learning and stretches pupils in many different ways. We want those we teach to understand that secondary education is one part of a lifelong learning process. To do this our approach is positive and outward looking and our teaching and support staff are committed to a programme of continuous improvement.

As well as completing an application form, please also attach a letter of application (this forms a major part of the assessment criteria), maximum of two sides of A4 Arial font 12, addressing the following points:

• Why you are interested in this post and your experience so far.

• What contributions you could make to students' development within our academy.

• Any particular areas of strength and expertise you have to offer.

Completed application forms should be emailed to: sarah.rowell@uetrust.org

The closing date for applications is 9.00am Monday 20th January. Interviews will take place the following week. We look forward to receiving your application.

Yours sincerely

Jamie Henshaw

Principal