

Teaching Assistant APPLICATION PACK



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Throston Primary School

Head Teacher: Mark Atkinson
Deputy Head Teacher: Dawn Tate

A Flying Start to Success

Throston Primary School, Flint Walk, Throston Grange Estate, Hartlepool, TS26 0TJ
Tel: (01429) 288291 Email: admin@throstonschool.org.uk Website: www.throstonschool.org.uk

June 2026

Dear Applicant,

Thank you so much for your interest in the post of Teaching Assistant at Throston Primary School.

Throston Primary School has an excellent reputation in the town; we are always described as welcoming, friendly and caring. A visit to the school will confirm this.

To arrange a visit simply contact the school via phone or e-mail. For those further afield a Microsoft Teams call can be arranged, in order that any questions/queries you may have can be answered.

We are looking for a passionate and caring practitioner who will support with the learning and pastoral care of the children at Throston Primary School.

To find out all about us please visit our informative website:
<https://www.throstonschool.org.uk/>.

Please do not hesitate to contact the school for additional information; we look forward to receiving your application.

Kindest regards,

Mr. Atkinson,
Head Teacher.





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Teaching Assistants Required

Required for September 2026
PERMANENT

Band 6, 30 Hours per Week (Term Time Only, 190 Days)
£17,736.99 TO 18,019.54 per annum

"Leaders place inclusion at the heart of the school's work. All pupils are welcome. The school is well respected for its caring and skilled support for pupils with additional needs". Ofsted - February 2026.

The governing body of Throston Primary School are seeking to appoint highly motivated and caring teaching assistants to support children with additional needs across the school. The successful candidates will join our friendly school to help ensure our children all have a 'flying start to success'.

At Throston Primary School, our priority is to develop a love of learning through quality teaching. We work tirelessly to ensure that our children enjoy a stimulating and diverse education where learning is irresistible and children are happy, feel safe and are valued. Everything we do, as a school is to ensure that our children achieve their very best and we are deeply aware that children only get one chance at their primary education.

We can offer:

- Friendly, happy and enthusiastic children;
- Supportive and committed parents and governors;
- Hard-working, welcoming and caring staff;
- A well-resourced working environment with a forest school, computing suite, food technology room and extensive learning spaces indoors and outdoors (including a multi-use games area);
- Continuous professional development;
- Strong networks with local primary and secondary schools.

If you can imagine working alongside us to further develop the children's love of learning:

- Please contact the school office on 01429 288291 to arrange a visit.
- Application packs can be downloaded from:
<https://www.throstonschool.org.uk/page/?title=Teaching+Assistant+Vacancies&pid=16>
- **Closing date: Monday 22nd June 2026 (9.00am prompt for applications)**
- **Interview date: Friday 26th June 2026**

Throston Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced criminal records check via the Disclosure and Barring Service.

Kindest regards,

Mr. Atkinson, Head Teacher.





Job Description



Title and Grade

Teaching Assistant - Band 6

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.

Responsibilities

Working under the direct supervision and guidance of a teacher:

- **Work with individual pupils and/or groups of pupils on targets and assist pupils to meet learning objectives.**
- **Promote high standards of behaviour, employ effective de-escalation strategies and where necessary, exercise appropriate physical intervention. Training will be provided.**
- 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.
- 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 including assisting pupils with eating, dressing and hygiene as required.
- Assist in the creation of Individual Education Plans as required by teaching staff.
- Participate in training and other learning activities as required.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- 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.
- Be an effective role model for pupils by demonstrating and promoting the positive school values, attitudes and behaviour expected.
- 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.

ADD NAME

Signature: _____ Date: _____

The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on support staff terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

THROSTON PRIMARY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES AND A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.



Person Specification



Throston Primary School - Teaching Assistant

Throston Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures and a Disclosure and Barring Service (DBS) check is required.

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualification	<ul style="list-style-type: none"> ➤ NVQ Level 3 (or equivalent) teaching assistant qualification ➤ GCSE or equivalent in English and maths at grade 4/C or above 	<ul style="list-style-type: none"> ➤ Emergency First Aid or Paediatric First Aid ➤ Team Teach Training 	<ul style="list-style-type: none"> ➤ Application
Application	<ul style="list-style-type: none"> ➤ Fully supported in references ➤ Well-structured supporting letter which outlines: <ul style="list-style-type: none"> understanding of special educational needs within a school environment understanding of inclusion within a school environment 		<ul style="list-style-type: none"> ➤ Application ➤ Reference
Experience	<ul style="list-style-type: none"> ➤ Experience of working as a teaching assistant in a primary school environment supporting children with special educational needs ➤ Working as part of a team ➤ Evidence of effective behaviour management 	<ul style="list-style-type: none"> ➤ Understanding of the impact of Social, Emotional and Mental Health needs on children's learning 	<ul style="list-style-type: none"> ➤ Application ➤ Interview

Skills and Knowledge	<ul style="list-style-type: none"> ➤ Awareness of legislation relating to Child Protection and Health and Safety ➤ Ability to communicate effectively ➤ An understanding of inclusion within a mainstream setting ➤ Ability to develop effective working relationships with staff, parents and the wider community ➤ Ability to understand the additional needs that primary age pupils may have ➤ Understanding of child development and learning 	<ul style="list-style-type: none"> ➤ General understanding of EYFS and the National Curriculum for primary age children 	<ul style="list-style-type: none"> ➤ Application ➤ Interview ➤ Reference
Personal Attributes	<ul style="list-style-type: none"> ➤ Excellent interpersonal skills ➤ Ability to be reflective and self-critical ➤ Ability to organise work, and manage time effectively ➤ Flexibility and adaptability ➤ Positive approach to all work ➤ Integrity, honesty and openness ➤ Value the emotional wellbeing and work-life balance of yourself and of others 		<ul style="list-style-type: none"> ➤ Application ➤ Interview ➤ Reference
Professional Development	<ul style="list-style-type: none"> ➤ Recent, up-to-date evidence of relevant CPD 		

Please note all appointments within Throston Primary School are subject to a declaration of medical fitness by the Council's Occupational Health Service, having made reasonable adjustments in line with the Equality Act (2010) where necessary.