



# Appointment of Teaching Assistant

APT&C Grade 5 (£22,378-£23,099)  
37 hours per week  
193 days - Term Time only

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website ([www.gshs.org.uk](http://www.gshs.org.uk)) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

***We are proud to share that our March 2025 Ofsted inspection confirmed George Stephenson High School as a warm, respectful, and inclusive environment where students feel safe, supported, and inspired to achieve. Inspectors praised our calm and purposeful learning atmosphere, ambitious curriculum, and strong focus on responsive, inclusive teaching. Our provision for students with SEND was highlighted as a key strength, alongside our thriving sixth form and rich extracurricular offer. Ofsted also recognised the positive staff culture, underpinned by strong leadership, a focus on well-being, and a commitment to professional development. This report reflects our shared ambition to help every student flourish both in and beyond the classroom.***

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students' life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities. The tutor groups, under the leadership of the

Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students' welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

The role will entail working under the guidance of teaching/senior staff and, within an agreed system of supervision, implementing agreed work programmes with individuals/ groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The postholders will be part of the Learning Support Team, consisting of well-qualified members of staff, including a SENCO, Learning Support Centre Manager, Cover Supervisors, HLTA's and TA's who work together closely with colleagues across the school to provide students here with a positive, enjoyable learning experience

This is an interesting and demanding post, but ones which will give the right candidate an opportunity to be part of a committed and dedicated team of teachers and support staff, whose prime aims are the continuing improvement and development of the school and the support and encouragement of its students. If you are someone who loves learning and is committed to working with students who need your encouragement to succeed and would like to work with colleagues who are friendly, committed and very hard working, then we would be delighted to receive your application.

We have made real progress over recent years and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further. We are a forward looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further, and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I hope you are enthused by the enclosed information and choose to apply.

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Mrs Angela Cowen (Headteacher's PA) by noon, Friday 20<sup>th</sup> February 2026

Yours sincerely



Mr. Peter Douthwaite  
Headteacher

# Teaching Assistant/Cover Supervisor

<b>GRADE/SALARY:</b>	APT&C Grade 5 (£22,378- £23,099)
<b>WORKING HOURS:</b>	37 hours per week, 193 days, Fixed term maternity cover
<b>RESPONSIBLE TO:</b>	Headteacher or designated member of staff

## Support for Teachers:

- Supervising the work of whole classes set by their class/subject teacher in accordance with school policy.
- Provide after school curriculum support to allocated departments (tasks will vary from display work to resources for lessons).
- When not covering lessons, to undertake Teaching Assistant duties in and outside the classroom, particularly supporting the Student Support Base learning zones.
- Organising and managing appropriate learning environment and resources.
- Within an agreed system of supervision, planning challenging teaching and learning objectives to evaluate and adjust lessons/work plans, as appropriate.
- Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Monitor and evaluate students' responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports, as required, to other staff on students' achievement, progress and other matters: ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with other staff, contributing to reviews of systems/records, as requested.

## Support for the Curriculum:

- Managing the behaviour of pupils to ensure a constructive learning environment.
- Assisting with other activities relating to the supervision of pupils (general supervision during break periods and with the support and delivery of learning – personal assistance to teachers, supporting teachers in the classroom).
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

## Support for the School:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To supervise students on visits, trips and out of school activities as required.
- To undertake planned supervision of students' out of school learning activities.
- To undertake duties at break and lunchtime by arrangement.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Assist with the supervision of students out of lesson times (clubs, extra-curricular activities, etc).
- To safeguard and promote the welfare of young people.

## General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

**Additional Requirements**

1. Enhanced DBS check from the Disclosure and Barring Service
2. Two references from current and previous employers (or education establishment if applicant not in employment)
3. Children's Barred persons list Check

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced Disclosure from the Disclosure & Barring Service.**

Employees will be expected to comply with any reasonable request from Line Manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

**PERSON SPECIFICATION**  
**Teaching Assistant / Cover Supervisor**

Person Specification			
Area	Criteria - Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
<b>Skills</b> <b>Knowledge</b> <b>Aptitudes</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national curriculum and other relevant learning programmes</li> <li>• Understanding of principles of child development and learning processes and, in particular, barriers to learning</li> <li>• Ability to plan effective actions for pupils at risk for underachieving</li> <li>• Full understanding of the range of support services and providers</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these</li> <li>• First Aid (training provided)</li> </ul>	E E E E E D E E	A I A I A I A I A I A I A I A I
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience</li> <li>• GCSE (A-C or equivalent) in English, Maths and Science</li> </ul>	E E E	A A A
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age</li> <li>• Experience of working with pupils with additional needs</li> </ul>	E E	A I A I