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Glendale Community Middle School  
Brewery Road  
Wooler  
Northumberland  
NE71 6QF



Mr M Deane-Hall  
Headteacher

**Northumberland**  
COUNTY COUNCIL

Tel 01668 281470

e-mail [glendalemiddle@woolerandglendale.co.uk](mailto:glendalemiddle@woolerandglendale.co.uk)

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Dear Applicant

Thank you for your interest in the post of Higher Teaching Assistant at Glendale community Middle School.

Please find enclosed:

- the job advert
- the job description
- the person specification
- an application form
- guidance notes for applicants
- Criminal Records Declaration Form
- school's Equality in Employment Policy
- Further information is available on the school website
- <http://www.glendale.northumberland.sch.uk/website>

We are looking for an excellent Teaching Assistant to work two days per week during school term time (12 hours and 30 min per week on Mondays and Thursdays) supporting learners across our Middle School. The position will encompass all aspects of working within our school but particularly to work under the guidance of our SENDCo and teaching staff to implement small group or individual interventions in or outside of the classroom. The ideal candidate will be someone who has experience of working in a similar role, enjoys working as part of a team, is able to work effectively with groups of children and has the flexibility to support learning for all children.

Do you relish a challenge? Are you a strong team player? Are you resilient and a highly effective communicator? Are you a motivated individual who has a passion for providing the best care and learning experiences for children? If you can answer yes to all of these then we want you!

The successful candidate will be a dedicated, caring and enthusiastic individual who has a real passion for learning. Very good levels of literacy, mathematics, spelling and phonics knowledge are essential (GCSE Maths and English at grade C or above) in order to support pupils in these areas either in a whole classroom setting or within interventions. You will enjoy challenges, be self-motivated, demonstrate initiative when interacting with children and adults and be passionate about supporting all aspects of a child's development.

Glendale Community Middle School is a lovely place to learn and to work. We have 119 super children in our Middle School and just under 250 from 2 years old to 13 years old in our wider school family of Little Acorns Nursery and Wooler First School.

If you wish to apply for the post, you should return two documents below:

### **Application Form**

Please complete all parts of the application form as fully as possible.

## Criminal Records Declaration Form

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

These forms should be returned to:

Mr M Deane-Hall at the above address, by 12noon, **Monday 8<sup>th</sup> November 2021**

I look forward to receiving your application.

Yours faithfully

M Deane-Hall

Mr M Deane-Hall  
Executive Head Teacher