



Primrose Lane
Newcastle Great Park
Newcastle upon Tyne
NE13 9FR

0191 2855141

Headteacher: Helen McKenna

Challenge, Equality & Opportunity

August 2022

Dear Applicant,

Teaching Assistant (part time 30 hrs)

Thank you for your interest in this post at Havannah First School.

We are a first school situated in Newcastle Great Park and part of the Gosforth Schools' Trust. We are at the beginning of a very exciting time, following our relocation from the Broadway East First School site. We are now in our state of the art, brand new school and grounds and we are gradually expanding to meet the needs of the growing community in this part of the city. The school is adjacent to the Havannah Nature Reserve and on the North West part of the Great Park. The age range of our children is 4-9 years, Reception to Year 4. In September 2022, we will have 9 classes and approximately 270 children on roll. We currently have 8 full time teachers, 3 part-time teachers and 10 non-teaching members of staff as well as midday staff.

We are looking for 2 Teaching Assistants to support teaching and learning in KS2 and KS1. This will be a very varied role, with some class based support and some intervention for children with SEN. Everyone in our staff team is flexible, approachable and committed to working towards getting the very best for our children. Please state in your application which KS is your preference and where you have had the most experience.

You must be able to demonstrate that you are an excellent team player with effective communication skills and relevant experience. We are looking for someone who is committed and able to work Monday to Friday for the duration of the school day, from 8.30am – 3.30pm. We offer our staff a very happy workplace and relevant training appropriate to the role. Our children are brilliant and enthusiastic learners and we have strong support from our families. We are a No Outsiders School and we all work together towards giving everyone a valued part in increasing opportunities for everyone in the school family.

We would usually encourage visits to the school, but due to the timing of these appointments, we are unable to. Please look at our Twitter account @Havannah1st and our website for information about our school family and its work.

The school is fully committed safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an enhanced DBS and a range of other recruitment checks.

If you would like to apply for this job, please visit our website at www.havannah.newcastle.sch.uk where you will find the following documents on the Vacancies page:

- Application form
- Safer Recruitment Statement

- Job description
- Person specification

The closing date for applications is Friday 26th August. We will interview candidates in the week beginning Monday 29th August. Please apply by email to admin@havannah.newcastle.sch.uk

Yours faithfully,

Ms Helen McKenna
Headteacher

