



SEAHAM HIGH SCHOOL



ENHANCED TEACHING ASSISTANT

APPLICATION INFORMATION PACK



EDEN
LEARNING TRUST

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SCHOOL INFORMATION

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of around 1100 students. Numbers have increased rapidly and are above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham, which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

When the school was inspected in 2023, inspectors judged the school to be good in all area. Ofsted made the following comments:

- “This school is a place where pupils can be themselves and where tolerance and respect are understood by the pupils who attend”
- “There are strong relationships between staff and pupils”
- “The vast majority of staff feel well supported by leaders and recognise the steps that leaders have taken to prioritise their well-being”
- “Leaders at all levels have a clear vision and an understanding of the school’s strengths and areas for development”

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low.

For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



SAFER RECRUITMENT STATEMENT

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- Seaham High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure and Barring Service (DBS) to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified.
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the selection process.
- As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview
- A probationary period of six months is standard practice for all new support staff appointments to Local Government.



SAFER RECRUITMENT PRE-EMPLOYMENT CHECKS

At Seaham High School safeguarding children is our number one priority and all interview panels will include a member of staff trained in Safer Recruitment. Safeguarding is the responsibility of everyone at Seaham High School and we have a number of mechanisms in school for students and staff to identify their concerns.

Applicants are advised that:

As part of the recruitment process all positions will be subject to pre-employment checks which will include:

- Application form including a thorough review of employment history
- Identity confirmation checks informed by ID checking guidelines (DBS)
- Formal Interview
- Enhanced DBS
- Barring list checks
- Right to work in UK
- References – all references will be sought prior to interview as a matter of course
- Referee – confirmation of identity of candidate and referee. Confirmation of any ambiguities within references
- Disqualification for Caring for Children
- Occupational Health Screening (if applicable)
- Confirmation of identity check
- Confirmation of reference integrity by telephone
- Criminal records checks for overseas applicants (where applicable)
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant worked (where applicable)
- The interview process will also include safeguarding elements.

Our safeguarding processes are reviewed regularly in line with the most recent Keeping Children Safe in Education guidance (KCSIE).

- Please see our Child Protection within Safeguarding Policy within the Policies section
- Please see our Recruitment and Selection Policy within the Policies section
- Please see our Privacy Notice – Job Applicants within the Contact Us section



JOB ADVERT

**Post Title: Enhanced Teaching Assistant
Grade 5 - SCP 7-12**

**Salary: £27,274 - £29,542 Pro Rata
(Actual Salary: £24,651 - £26,701)**

**Contract: Term time plus 10 days
Fixed term until 31st August 2027**

Hours - 37 hours per week.

Start Date: As soon as possible

We are seeking to appoint an enthusiastic, caring and committed teaching assistant to support our students with learning difficulties and physical disabilities.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview.

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Deadline:

The closing date for application is noon on **Friday 16th October 2026**. Shortlisted candidates will be contacted week commencing 2nd November 2026.

How to apply:

Application Information Pack and Application Form are available from the school's website: <https://www.seahamhighschool.com/> or contact the school at hr@seahamhighschool.com
Completed applications should also be returned to hr@seahamhighschool.com

Please note that we are unable to accept CVs and only fully completed school application forms will be considered. Only those that have been shortlisted will be contacted.



JOB DESCRIPTION

Post Title: Enhanced Teaching Assistant
Reporting to: SENDCO/SEND Operations Manager
Grade: Grade 5 - SCP 7-12
Actual Salary: £24,651 - £26,701 per annum
Hours: 37 hours per week

Core Purpose:

To contribute to the delivery of the national curriculum and provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes; To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes. To encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

Responsibilities for all support staff:

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect

Specific responsibilities of this role:

- Plan, prepare and deliver learning activities for individuals and groups of students under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual students;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment as agreed with the teacher;
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required;
- Select and adapt appropriate resources/methods to facilitate agreed learning activities;
- Maintain a clean, safe and tidy learning environment;
- Ongoing guidance and support of students in their social development and their emotional well-being, reporting problems to the appropriate person;
- Supply specialist support with direction and guidance from teaching staff, allowing students to access the curriculum and participate fully in school activities.



JOB DESCRIPTION CONTINUED

- Under the guidance of a teacher support the role of parents/carers, in students' learning and contribute to
- meetings with parents/carers to provide constructive feedback on student progress/achievement
- Contribute to the development of policies and procedure.

Enhanced Teaching Assistants are expected to undertake at least one of the following:

- a. Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties (SEND);
 - b. Provide specialist support to students where English is not their first language;
 - c. Provide specialist support to gifted and talented students;
 - d. Provide specialist support to all students in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
 - Provide short term cover of classes on a regular timetabled basis, planned by the teacher;
 - Supervise the work and development of other classroom staff as appropriate;
 - Contribute to the development and implementation of support plans, including attendance at, and contribution to, reviews as required;
 - Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources;
 - Invigilate examinations and tests;
 - Accompany teaching staff and take responsibility for students on visits, trips and out of school activities as required;
 - Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes but not as a Supervisory Assistant;
 - Prepare and present displays;
 - Supervise individuals and groups of students throughout the day, including supervision in the classroom, playground and dining areas;
 - Assist students with eating, dressing and hygiene, as required, whilst encouraging independence;
 - Provide pastoral care to children
 - Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
 - May be asked to administer medications subject to agreement and in line with school policy;
 - Support students to develop their skills of independence, resilience and confidence; including attendance at, and contribution to, reviews as required;
 - Work with students not working to the normal timetable;
 - Support the use of ICT in the curriculum.



JOB DESCRIPTION CONTINUED

Professional Development:

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others
- Undertake all mandatory training including Child Protection, Prevent and any other relevant courses as direct by the School/Trust.

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. Any other duties of a similar nature related to the post, which may be required from time to time. That the post holder will be required to comply with all School/Trust policies.

Induction:

All new staff will receive an induction as part of the induction process to help new employees become effective in their role and to find their way within the school.

Confidentiality:

All member of staff should not divulge any personal and/or confidential information to which they may have access to during the course of their work.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED CRITERIA
APPLICATION	- Fully completed application form - Fully supported in 2 references - Well-structured supporting letter indicating previous experience (no more than 500 words)		- Application Form - References
QUALIFICATIONS/ ATTAINMENTS	English and Mathematics GCSE A*-C/9-4 or equivalent	NVQ Level 3 or equivalent in a relevant subject.	Application Form
EXPERIENCE	- Experience of successful and co-operative working as a member of a team - Track record over time of supporting student achievement - Track record of actively promoting safeguarding procedures in a school - Ability to motivate and inspire our students - Commitment to creating and maintaining close partnerships with staff, parents, providers (internal and external) and the wider community - Experience of supporting students with emotional wellbeing, personal and intimate care needs	Experience in more than one key stage.	- Application Form - References - Interview
SKILLS/KNOWLEDGE	- Excellent communication skills – both oral and written - Good organisational skills - Excellent time management skills - Use ICT effectively to support teaching and learning - Ability to work independently with individual children, small groups of children and whole class. - Proactive and resourceful - Ability to prioritise workload - Good understanding of confidentiality	- Proven knowledge of SIMS - Ability to work unsupervised	- Application Form - References - Interview
PERSONAL QUALITIES	- Calm and positive approach - Sense of humour - Willingness to learn - Flexible and approachable - Ability to be discreet in relation to confidentiality - Embraces change - Motivation to work with children - Excellent time-keeping - Self-motivated - Positive working relationships with colleagues - Resilient		- Application Form - References - Interview



OUR WELLBEING COMMITMENT

We are committed to providing a working environment and management practices to ensure that all staff are fully supported and encouraged to develop both personally and professionally.

We recognise that staff wellbeing is important not only to the individual member of staff but to student achievement and the school's performance. We promote good health and wellbeing so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of staff wellbeing is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Staff Wellbeing

Seaham High School recognises that staff wellbeing is integral to a successful school. We are committed to continually reviewing and developing our practice and policies for the benefit of all.

From September 2025 Governors committed to trialling a reduced term time allowing staff and students longer breaks in October and two other dates throughout the year.

We recognise that life's challenges or celebrations do not always fit around school holidays so have introduced flexible working days or hybrid working for all staff. We recognise that there can be extra burdens for staff and as a school we also try to promote staff wellbeing with:

- Private Healthcare Wellbeing Package
- Free flu jab
- Free eye test
- Free access to gym equipment
- Generous PPA time



Telephone: (0191) 516 1600

email: office@seahamhighschool.com

www.seahamhighschool.com



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