

**THIS POST INVOLVES WORKING WITH CHILDREN.**

Please note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage; even if you indicate otherwise.

**Archibald First School  
Support Assistant Level 3  
Fixed term: 1<sup>st</sup> January 2021 until 23<sup>rd</sup> July 2021**

£19,312 - £20,493

The actual pro rata salary £16,512 - £17,522 based on working 37 hours, term time only + 5 training days

Monday, Tuesday and Thursday 8.00am-4pm

Wednesday 8.00am-4.30pm

Friday 8.00am- 3.30pm

The governors wish to appoint a creative, talented and innovative Learning Support Assistant with proven experience in Early Years who has a passion for supporting children's learning to enable them to achieve their full potential.

The successful candidate will need to demonstrate their commitment to working as part of a highly successful team, the aim of which is to ensure that all children receive outstanding and inspirational educational experiences, which help them fulfil their potential.

As for all members of staff at Archibald, the successful candidate will actively endorse and deliver the vision of our school, 'having fun, achieving excellence', whilst facilitating all children to be successful learners, confident individuals and responsible citizens.

We are looking for a skilled and effective practitioner with passion, enthusiasm and energy who:

- Is an excellent learning support assistant!
- Is creative and proactive in their approach to teaching and learning.
- Is flexible and can use their initiative to meet the needs of the children and the demands of the Early Years Unit.
- Is an inclusive practitioner with ambitious standards and high expectations for all pupils.
- Has exceptionally high expectations of themselves and of all the children.
- Has experience of being a key worker.
- Is well organised and highly motivated.
- Possesses excellent interpersonal and communication skills and enjoys working in a team.

**In return, we offer:**

- A supportive Headteacher and Governing Body
- A dedicated staff team
- Happy, enthusiastic children
- High parental engagement
- A vibrant and cohesive school
- An inclusive and supportive working environment
- Collaborative working with the Gosforth Schools' Trust

Archibald First School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and be successful against a range of other recruitment checks.

Under normal circumstances, candidates are encouraged to visit the school by arrangement. To organise a visit, please contact Mrs Rachel Carr on 0191 2851957.

Application forms, person specification, job description and further information are available on the website [www.archibaldfirstschool.org.uk](http://www.archibaldfirstschool.org.uk).

Emailed applications should be sent to [admin@archibald.newcastle.sch.uk](mailto:admin@archibald.newcastle.sch.uk). Candidates will be requested to sign in person all documentation if successfully short listed. Postal applications should be sent for the attention of Mrs. R. Turner by 3.15pm on Friday 20<sup>th</sup> November.

The planned process for recruitment was to be that following the initial shortlisting, candidates would be invited to deliver group sessions within our Early Years Unit. Successful candidates at this stage would then be invited to attend the interview day which was likely to be 26<sup>th</sup> November.

**Archibald First School  
Archibald Street  
Newcastle upon Tyne  
NE3 1EB**

**Number on role 300 plus 52 part time nursery.**