



Primrose Lane  
Newcastle Great Park  
Newcastle upon Tyne  
NE13 9FR

0191 2855141

*Challenge, Equality & Opportunity*

**Headteacher: Helen McKenna**

December 2025

Dear Applicant,

**Teaching Assistant - Fixed Term until 17<sup>th</sup> July 2026**

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. Following our relocation from the Broadway East First School site in 2022, we are now in a state of the art, brand new school building on a site with exciting outdoor learning opportunities. We are gradually expanding to meet the needs of the growing community in this part of the city and are currently expanding to become a three-form entry first school. 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. We currently have 11 classes and 331 children on roll.

We are looking to appoint a teaching assistant to work initially in Year 4. The role will mostly be supporting children in a one-to-one context as well as some class-based support and intervention for small groups. 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 your experiences of supporting SEN and other relevant work with children.

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 each 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.

You can find out more about our school on our Instagram account @Havannah1st and our website.

*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](http://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 midday on Wednesday 7<sup>th</sup> January 2026. Please apply by email to [admin@havannah.newcastle.sch.uk](mailto:admin@havannah.newcastle.sch.uk)

Yours faithfully,

Ms Helen McKenna  
Headteacher

