



Primrose Lane
Newcastle Great Park
Newcastle upon Tyne
NE13 9FR

0191 2855141

Challenge, Equality & Opportunity

Headteacher: Helen McKenna

May 2025

Dear Applicant,

Teaching Assistant - Fixed Term until July 17th 2026 (2 posts)

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 hope to be at capacity as a three-form entry first school in the next few years. 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 are currently a two-form entry first school with 10 classes and approximately 300 children on roll. We are gradually expanding our numbers and over the next few years, we expect to reach our capacity as a three-form entry first school of 450 children.

We are looking for two Teaching Assistants to join our school family. Please state on your application which post you would prefer.

Post 1 will be in Reception and this vacancy is a result of expanding the current Reception intake from 60 pupils to 90 pupils in September 2025.

Post 2 will be in KS1 or KS2.

Both roles will be very varied, with some class based support and some intervention for children with SEN, including small group work and 1 to 1 support. 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 intervention, supporting SEN and other relevant TA work with children in schools.

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 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 Friday 13th June 2025. Please apply by email to admin@havannah.newcastle.sch.uk

Yours faithfully,

Mr Gary Burnett
Headteacher

