

**Sir Charles Parsons School  
Support Staff Positions at Grades N3, N4 and N5**

**Supervisory Assistant – Special Needs N3  
£24,404 - £24,790 p.a. Actual salary £12,599 - £12,798 p.a. (based on 22.5 hrs a week  
plus 3 training days)**

**Working hours will be negotiable but will usually involve working over lunchtime.**

**Fixed term post until 31<sup>st</sup> March 2026**

**Individual Learning Support Assistant N4  
£25,584 - £26,409 p.a. Actual salary £21,374 - £22,063 p.a.**

**36 hours per week, term time (38 weeks worked) Plus 5 additional days worked  
during school closure as directed by the school.**

**Fixed term post until 31st March 2026.**

**Support Assistant – Special Needs N5  
£28,163 - £30,060 p.a. Actual salary £23,529 - £25,114 p.a.**

**36 hours per week, term time (38 weeks worked) Plus 5 additional days worked  
during school closure as directed by the school.**

**Fixed term post until 31st March 2026.**

Sir Charles Parsons School is a secondary school (11 - 19) catering for students who experience significant and profound learning difficulties. This includes students whose behaviour may at times challenge those supporting them. The school was judged by Ofsted to be an 'outstanding school' after its last five inspections in October 2006, June 2010, March 2015, January 2019 and July 2024.

Due to the school's continued growth and increasing student numbers we are looking to appoint a number of support staff to join our team.

Candidates should be:

- enthusiastic and keen to support and develop new initiatives;
- able to work effectively as a members of a team with educational and other professionals, both from within and outside the school;
- committed to improving the provision offered to our students through rigorous professional self review and development; and;
- resilient and able to focus on finding solutions to the issues and problems experienced in any school.

Successful applicants will join a school:

- with a friendly, supportive team ethos;
- that provides excellent professional development opportunities;
- which is dynamic, forward looking and constantly challenging itself to further improve the quality of its provision.

All necessary training to enable the successful candidates to fulfil the responsibilities of their posts will be provided.

**Support Assistants - Special Needs** support the educational and welfare needs of students across the school. The post is graded at N5 with a pro-rata annual salary.

**Individual Learning Support Assistants** support the education, health and welfare needs of students across the school on a 1:1 basis. The school is particularly interested in appointing staff to this post who have previous experience of working with young people who have complex health needs. The post is graded at N4 with a pro-rata annual salary.

The above 2 posts are offered on the following basis: 36 hours per week, term time plus 5 training days.

Candidates should note the working hours for these posts include working until 4.40 p.m. every Monday and until 5.10 p.m. on either a Tuesday, Wednesday or Thursday.

**Supervisory Assistants– Special Needs** provide personal care and support to students with feeding plans throughout the school day. The post is graded at N3 with a pro-rata annual salary. Working hours will be negotiable but will usually involve working over lunchtime.

The school is strongly committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our students and staff.

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.

Job descriptions, person spec and application forms are downloadable from the school's website at [www.scp.newcastle.sch.uk](http://www.scp.newcastle.sch.uk) or available from and returnable to Mrs. Deborah Lant, School Business Manager at [deborah.lant@scp.newcastle.sch.uk](mailto:deborah.lant@scp.newcastle.sch.uk) or telephone number 0191 2952280.

**Closing Date: Friday 13th June 2025 at 12 (noon)**

**Interviews will be week commencing 16<sup>th</sup> and 23<sup>rd</sup> June 2025.**