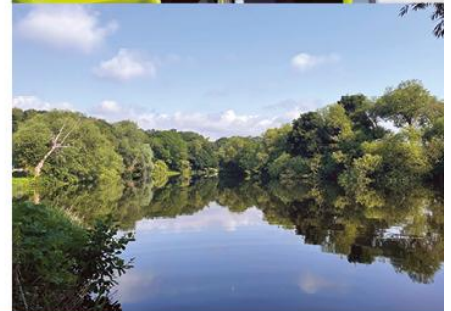


Tea Club Assistant

Applicant Information Pack September 2026



Teesside High School
Education as it should be

Tea Club Assistant

CONTRACT – This is a permanent, term time only position working from 4.00pm until 6.00pm each day.

SALARY – National Living Wage

DESIRABLE – Level 3 Teaching Assistant qualification or equivalent.

CORE PURPOSE OF THE POST

The successful candidate will provide assistance in our Tea Club each day from 4.00pm until 6.00pm. Working with a team of supervisors, the role will involve assisting orderly handover to parents, supervising behaviour in the dining room/tea club room, interacting with the children, playing games and supervising homework.

Main Duties

- Supervising children in the Dining Hall/Tea Club room
- Supervising homework
- Ensuring a safe handover to parents
- Working as part of a small team

Working with colleagues

- Take responsibility in developing your own continuing professional development
- Undertake any other duties commensurate with the post, as allocated by the Head Teacher.

Miscellaneous

- The school operates a No Smoking policy
- Teesside High School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced Check
- A voluntary contributory pension scheme is available.

THE APPLICATION PROCESS

For application forms and further details please contact the School on 01642 782095 or via recruitment@teessidehigh.co.uk

The closing date for applications is Friday 9 October 2026 at 9.00am. Interviews are currently scheduled to take place w/c 12 October 2026.

Completed application and equal opportunities forms should be returned with a covering letter and CV to recruitment@teessidehigh.co.uk

Safeguarding Policy

Teesside High School has a responsibility to protect and safeguard children and young adults. A copy of our Safeguarding Policy is attached as an essential part of our recruitment for this post. We ask that you are familiar with the essential messages in this document if you are called for interview. The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.



Teesside High School
Education as it should be