

Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Teaching Assistant Level 2 Tapton School



Application Pack



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Headteacher Welcome



I am incredibly proud to lead a school that strives to make education a transformational experience for all, regardless of ability or background. Our ethos of Valuing Everyone, Caring for Each Other and Achieving Excellence underpins everything that happens in our school.

All staff are invested in these core values and we work together to improve the life chances and dreams of all our students through ongoing progress and improvement in learning. Our record of sustained success reflects this commitment to raising achievement for everyone.

Tapton has the highest expectations of its students in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. This is to ensure that all our students feel safe and secure. We are kind, we work hard and we follow the rules.

Safeguarding is everyone's responsibility and all our staff undertake regular training to keep up to date on the latest guidance from 'Keeping Children Safe in Education'. Safer recruitment practices reflect our commitment to this aim. As part of the recruitment process Tapton colleagues will carry out a number of checks to ensure the successful candidate champions the safety, wellbeing and success of all our students.

We are an inclusive school and treat all students as individuals. We recognise and celebrate different abilities, aptitudes and interests, and believe that everyone can develop through dedication and hard work. Our aspiration is to have the best behaviour, conduct and manners of any school in the country, whilst recognising that children learn and grow at different rates as they become responsible citizens.

Don't just take our word for it though, see what Ofsted had to say when they visited us in November 2024. [Tapton School - Open - Find an Inspection Report - Ofsted](#)

We look forward to welcoming you into our school community.

Kathryn Rhodes

Our School

- Tapton is values-led secondary school with approximately 1770 students including around 450 in post-16 study. We value everyone, care for each other and achieve excellence.
- We pride ourselves on our culture of high expectations delivered with high support and care for each student as an individual.
- Tapton has higher than average prior attainment, however, our catchment and demographics vary greatly. We educate students from some of the most affluent postcodes in the city with high levels of university educated parents and students from postcodes in the most deprived areas of Sheffield. We work hard to ensure that all students are successful in their secondary education. The school offers a broad and extensive programme of extra and super curricular activities with high take up from students from all backgrounds.
- A culture of excellent teaching and learning is at the heart of everything we do at Tapton. Everyone's learning matters to us and we are proud to make a difference to the personal development of our students. We have high expectations and we know that learning goes hand in hand with relationships and trust. We make learning exciting, engaging and inspirational. Quality first teaching has been proven over and over again to have the biggest impact on student attainment and outcomes, we therefore invest heavily in staff development. From day one we promise to work with you and engage in your professional development journey
- Our staff work together as a professional community to ensure the best outcomes for all. We recognise that we are all learners with the capacity to develop and improve. Our teachers collaborate to form a shared understanding of what great teaching and learning looks like.



The Role

The Headteacher and Governing Board are seeking to appoint a Level 2 Teaching Assistant to join Tapton School

Job Description

SERVICE	TAPTON SCHOOL
POST TITLE	Teaching Assistant-Level 2
SALARY RANGE	Learning and Development 3 GRADE 3 – pt 5-6 37 hours per week, 39 weeks per year.
RESPONSIBLE TO	SENDCO
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	To work specifically with students who have an identified educational need, including those who have issues relating to behaviour and who are on additional needs register. To deliver group and 1:1 interventions and support these students in class and in such specialised out of class interventions as are appropriate.

Responsibilities

The postholder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust's Policies and Procedures, in particular the Trust's Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR STUDENTS

- Use specialist (curricular/learning) skills/training/experience to support students.
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Establish constructive relationships with students and interact with them according to individual needs.
- Contribute towards any formal or informal process of the educational assessment of students.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Provide feedback to students, parents and teachers in relation to progress and achievement.
- To maintain records detailing interventions with students, demonstrating strategies used and their effectiveness

SUPPORT FOR THE TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate **evidence**.
- Assist with the planning of learning activities under the teacher's guidance.
- Promote good student behaviour, establishing constructive relationships with parents/carers.
- Observe the development of students to identify difficulties and to discuss these with subject teachers, SENCO, Learning Mentor as appropriate.
- Administer and assess routine tests, invigilate exams/tests and provide exam access support (scribe, reader, prompter).
- Provide clerical/admin support e.g. photocopying, typing, filing etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Help students to access learning activities through specialist support.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- To support with specialist intervention programmes both in and out of school

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at break and lunchtimes.
- Accompany staff on school visits, trips and out of school activities.

To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate trade union.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applications or continued employment for an employee who develops a disabling condition.

This job description is current at the date of shown, but in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.

January 2025

The Person

The successful candidate will demonstrate the following:

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	<i>(e.g. Interview, Application form, test, assessment, etc)</i>
Effective use of ICT to support learning	Application form
Be proficient in the use of Microsoft Office packages, email and the internet	Application form
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application form/Interview
Basic understanding of child development and learning	Application form/Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Application form/References
Ability to relate well to children and adults	Interview/References
Work constructively as part of a team, understanding classroom roles and responsibilities	Application form/References/Interview
Able to priorities their own workload, working accurately and to deadlines	Application form, references
Experience/Qualifications/Training etc. (if any)	
Working with or caring for children of relevant age	Application form
Good numeracy/literacy skills	Application form
NVQ3 for Teaching Assistant or equivalent qualifications or experience	Application form
Work Related Circumstances (including Working Conditions)	
Skills/Knowledge	<i>(e.g. Interview, Application form, test, assessment, etc)</i>

Tapton school is committed to safeguarding students.
 Student safety and promoting the welfare of our students is our primary concern.
 We adopt a holistic culture of care and expect all our staff to share this commitment.
 We value everyone, care for each other and strive to achieve excellence

The Department

We are a happy and successful team of experienced colleagues who live out Tapton's SEND values. We work collaboratively, share resources and each take responsibility as a Key Worker for a number of SEND students and their learning experience. SEND staff work within the wider Inclusion team (Safeguarding, Health and Wellbeing staff, Key stage Learning and Inclusion Coordinators and our Year Leaders).

Inclusion is a thread that runs through every area of school. We work in partnership with the rest of the school, sharing our expertise with colleagues and have a strong presence amongst students and staff to make a positive impact on the learning and climate of the school



A Message from our CEO

Welcome to Tapton School Academy Trust (TSAT) and thank you for your interest in joining our organisation. I am the new Chief Executive Officer and I feel incredibly proud to lead to such a wonderfully diverse group of schools, who have people at their heart. We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ over 900 staff and those people are incredibly important to us. One of our key strategic priorities is to make TSAT a 'great place to work' and we are working hard to achieve that. If you work with us, you will receive best-in-class talent management opportunities, to develop yourself and open doors to a wealth of career opportunities within (and outside of) our trust.

We are mindful the workload challenge currently facing the sector, so are focused on reducing workload and creating conditions where our colleagues have fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and creating aligned curricula and assessments, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a multi-academy trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where excellence, innovation and collaboration thrive, you will find a like-minded group of people at TSAT.

Thank you again for your interest in joining us and the best of luck with your application.



Lee Barber CEO



About Tipton School Academy Trust

Tipton School Academy Trust was formed in 2011 and has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18 and employing over 900 staff.

Children joining the Trust have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, and leave our schools fully prepared for successful lives.

Our Vision To realise the life chances and dreams of every child.

Our Mission To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism
- A focus on nurture as well as achievement
- Involvement of the family and wider community in everything we do
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage
- Mutual support and development
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this
- Schools retain their identity and are part of something special
- Differentiated solutions according to support needs
- Mentoring, coaching, directing
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.



Our Strategy

The Trust Board are responsible for the schools within the Trust and determine the mission, vision and MAT improvement strategy. Local context and community links are provided by Local Governing Boards.

Our strategic objectives sit within 4 key aims:

Aims	Objectives
Effective Schools	<ul style="list-style-type: none">• Securing high levels of attendance and low levels of persistent absence• Ensure safeguarding policies and practices operate effectively• Build relationships further between schools and vulnerable families• Further focus on vulnerable learners to reduce suspensions and exclusions• Close the attainment gap between disadvantaged learners and other learners.
Outstanding Outcomes	<ul style="list-style-type: none">• Improving the quality of education in each school• Provide learning in every classroom for every learner that is at least good and addresses each learners need• Continue to develop a Trust in which learners achieve high rates of progress.
Sustainable Trust	<ul style="list-style-type: none">• Actively communicate and engage with all stakeholder groups• Continue to ensure best value and use of all resources• Develop revenue raising opportunities• Future proofing buildings and facilities.
A Great Place to Work	<ul style="list-style-type: none">• Continue to build capacity through cross Trust collaboration and support. With an emphasis on improving workload and subject level collaboration to further develop common approaches• Develop a Trust talent management plan. Continue to create opportunities for staff to develop and gain further experience• Develop a succession plan with an emphasis on executive leadership• Further develop our approach to staff wellbeing.

Further information about the Trust, including full governance structure and current performance, is available in our [Annual Report and Accounts](#).

Other Secondary Schools in our Trust

Tapton is one of four secondary schools within our Trust. Here is an overview of each secondary:

Bradfield [Bradfield School - Home](#)

Bradfield is an 11-16 school with around 1100 students, situated in beautiful Peak District surroundings. Our vision is '**where all people thrive**' and we strive to deliver an education that supports students to fulfil their potential, and to be successful, confident people who are equipped to explore what life and the world have to offer.

Our belief is that school should be a fun place to be – where the activities, teaching and facilities foster enthusiasm, enjoyment and strong relationships. Happiness and success at school are closely related and so most of all we want our students to be happy to come to school.

Chaucer [Home - Chaucer School](#)

Chaucer school is an 11-16 school based in the North of Sheffield. Performance is rapidly and continually improving and we place a very strong emphasis on achieving well in the subjects of Personal Development, Maths and Science.

Each student is unique and precious to us, and is equally valued for their culture and contribution. Our positive reputation for achievement, care and Positive Discipline is well established. High expectations are instilled in all our students from the start of their time at Chaucer. These include hard work, self discipline, courtesy and respect.

Forge Valley [Forge Valley - Home](#)

Forge Valley is a safe, inclusive learning community where students and staff learn and thrive together. Our ethos is based upon **everyone striving to become their very best**.

As a school we believe that ambition and endeavour provide our students with the mind-set needed, not only to succeed academically, but in adult life in an ever changing modern world. Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our students into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21st century.

How to apply

Applications for this role are via the TES website.

If you wish to arrange a visit to Tapton to look round the school and find out more please email ssimmons@taptonschool.co.uk

The closing date for applications 9.00am Monday 14th April 2025

Interviews will be held shortly after

Please note:

- References for short-listed candidates will be requested before the interview.
- Successful applicants will be required to undertake a DBS Enhanced Disclosure check.
- Online google searches will be undertaken on all shortlisted candidates