

APPLICANT

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NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;



- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability, each and every child that walks through our school doors deserves quality first education. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are

well-behaved and ambitious. All staff are consistent in their high expectations and approach to discipline and the Senior Team have a high presence day in day out in our school.

Our Ofsted report of March 2022 highlighted the excellent relationships, high expectations and pride in our school.

“This is an inclusive school with a diverse and happy community. Pupils are polite and courteous and typically treat people with respect”.

“Leaders are ambitious for all pupils at this school. They have high expectations for pupils’ work and behaviour. Pupils and staff are proud to be members of the school community”.

Ofsted March 2022

Newfield School is a valued partner and driving force within Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: Teaching Assistant Level 3
Contract term: Temporary (for 1 year in the first instance)
Salary: Grade 4 (£20,444 - £22,571
(actual £17,486 - £19,305 under 5 years' service)
37 hours per week/39 weeks per year
Commencement Date: September 2022

An exciting opportunity has arisen for a Teaching Assistant at Newfield School. Whilst this is a full-time role, part-time applicants would be considered.

Newfield School are seeking to appoint an outstanding Teaching Assistant to join our dynamic Learning Support department. We are looking to recruit someone with a child centred approach and excellent interpersonal skills to support students effectively in order for them to fully participate in learning.

Newfield School is part of Mercia Learning Trust, one of the most successful Trusts in the Yorkshire and Humber region, changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

The post will include in-class support and leading specific interventions either one to one or in small groups (Flower 125, Play Therapy, Circle of Friends, Zones of Regulation and Life skills). The successful candidate will have experience in supporting young people with Social, Emotional, Mental Health (SEMH) needs. The role is based within the Learning Support Team, led by our SENCO and Assistant Headteacher.

You will be passionate and committed in supporting young people both in and out of the classroom and have a robust knowledge of how special educational needs can impact young people. You will have an understanding of the Curriculum and be enthusiastic in supporting the rapid progress of all students.

You must have experience of working with children in education and be willing to support with their communication, learning and development skills. Applicants should be resilient, fast thinking and able to work independently. Most importantly, applicant will be passionate in supporting young people to achieve and thrive.

This is a challenging position that requires a very disciplined and organised applicant. Each day will bring new challenges and hurdles but should provide immense satisfaction. Initially for one year there could be the opportunity for this to be extended for outstanding members of staff.

If this excites you and you believe you have the necessary skills for this role, we would welcome your interest and application.

To apply please submit a Trust application form to recruitment@merciatrust.co.uk
Please note we do NOT accept CV's or Council application forms.

Closing date for applications is **Sunday 5 June 2022**
Interviews are expected to take place week commencing **13 June**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

JOB DESCRIPTION

Post Title:	Teaching Assistant Level 3 *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	Grade 4 (£20,444 - £22,571 FTE)
Hours/Weeks:	37 Hours, Term Time Only
Responsible to:	SEND Manager
Responsible for:	N/A

PURPOSE OF THE POST

To work under the guidance of teaching/senior staff and within an agreed system of supervision to:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities

KEY RESPONSIBILITIES

Support for Students

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of Individual Education Plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations

- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Undertake assessments of students to ensure that appropriate provision is being made

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records on intervention groups and individuals supported, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

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 an 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
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required
- 11. Any other related duties as they may arise.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in the Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust’s commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Issue Date: May 2022

Person Specification

Post Title:	Teaching Assistant Level 3
Salary:	Grade 4 (£20, 444 – £22, 571 FTE)
Responsible to:	SEND Manager
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	GCSE Grade C in English and Maths NVQ3 for Teaching Assistants or equivalent qualification or experience	

<p>Skills and Knowledge</p>	<p>Knowledge and understanding of the National Curriculum as appropriate to the age of the child being supported</p> <p>Has an awareness of pupils with special educational needs</p> <p>Can plan, implement and evaluate learning activities</p> <p>Understanding principles of child development and learning processes</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities Interview</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities</p> <p>Has sound speaking and listening skills to extend language in discussion</p> <p>Can maintain trust and confidentiality where appropriate</p>	<p>2 years' experience of working with children in an educational setting</p>
<p>Experience</p>	<p>Has experience of Pupil assessment</p> <p>Can manage the behaviour of pupils in a reasonable manner</p> <p>Experience of working with young people and children, including those with Special Educational Needs</p>	

	Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources Can complete and maintain pupil records	
Personal Qualities	Flexible Honest and reliable Calm under pressure Patient Empathetic with young people Team player High personal and professional standards	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
 MLT Recruitment Team
 Mercia Learning Trust
 79 Glen Road
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciastrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciastrust.co.uk.

Key dates:

- **Closing Date Sunday 5 June 2022**
- **Interviews are expected to take place week commencing 9 May**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.