INOVA
INSTITUTE OF TALENT
Innovation | Collaboration | Excellence

Level 2 Teaching Assistant

Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

We were established in 2011 (originally as Tapton School Academy Trust) and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ nearly 1000 staff, and those people are incredibly important to us. One of our key strategic priorities is to attract and develop capable people with great character, so that our young people thrive. If you work with us, you will receive best-in class talent management opportunities through our Institute of Talent, to develop yourself and open doors to a wealth of career opportunities within (and outside) of our Trust.

We are mindful of the workload challenge currently facing the sector, so we are focused on reducing workload and creating conditions where our colleagues have a fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and aligning our systems, 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 innovation, collaboration and excellence thrive, you will find a like-minded group of people at INOVA Multi-Academy Trust.

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

Lee Barber
CEO



About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision: Transforming lives through the power of learning.

Our Mission: To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values: Innovation : Collaboration : Excellence

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Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.

Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.

Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.

Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us 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, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

Hillsborough Nursery & Primary School are seeking to appoint a Level 2 Teaching Assistant to start as soon as possible.

The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils and have a good understanding of school improvement.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Application forms and further information regarding the role can be obtained via the TES website.
Completed applications should be returned to: recruitment@hillsborough.sheffield.sch.uk
Please do not use the Local Authority application form.

Salary Range	Grade 3 (£25,583 - £25,989) Pro rata
Hours of Work	37 hours per week, 39 weeks per year
Responsible To	Head of School/Phase Lead
Responsible For	Supporting the learning, progress and wellbeing of allocated pupils. Delivering interventions and targeted support under the direction of teaching staff. Supporting pupils with SEND, including those with EHCPs. Promoting positive behaviour and pupil engagement. Supervising pupils during lunchtimes and other non-classroom activities. Contributing to a safe, inclusive and nurturing learning environment.
Benefits	• Local Government Pension Scheme. • Salary Sacrifice Car Scheme. • Cycle to Work Scheme. • Discounted membership for Westfield Health. • Occupational Health. • Wellbeing Programme. • Continuous CPD and Training.

Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Multi-Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES
Work With Children

- Support pupils' learning in the classroom, working with individuals, small groups and whole-class activities.
- Provide targeted support for pupils with additional needs, including those with Education, Health and Care Plans (EHCPs).
- Assist in implementing individual provision plans, interventions and reasonable adjustments.
- Support pupils' social, emotional and behavioural development.
- Encourage pupil independence, confidence and engagement in learning.
- Work alongside teachers to prepare learning resources and classroom environments.
- Observe, monitor and provide feedback on pupil progress and attainment.
- Promote positive behaviour and reinforce school expectations and routines.
- Support pupils to access all areas of the curriculum and wider school life.
- Assist with personal care needs where required and appropriate.
- Help ensure the safety, welfare and wellbeing of all pupils.
- Support pupils during educational visits, enrichment activities and school events.
- Supervise and support pupils during lunchtime, encouraging positive play, good behaviour and social interaction.
- Assist with lunchtime routines, including safe movement around school and dining areas.
- Work collaboratively with teachers, SEND staff, parents/carers and external agencies to meet pupils' needs.
- Contribute to maintaining a safe, inclusive and nurturing learning environment for all pupils.

Working With Others

Represent the school by liaising with external agencies, colleagues and multi-agency teams as required.
Explore and build relationships with other educational providers that would be of benefit to the school, children and parents.
Support handover to and from parents in the morning and afternoons.
Participate in SPD alongside staff, working collaboratively and sharing ideas.

Additional Responsibilities

The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.
To undertake any additional responsibilities and duties, commensurate with the post, as requested by the Head of School.
To maintain high levels of confidentiality and professionalism at all times.
Support the vision, ethos and policies of the Trust, ensuring the school meets all statutory safeguarding requirements.
Any other related duties and responsibilities as may arise.

Any other duties and responsibilities appropriate to the grade and role All the above duties and responsibilities to be carried out in accordance with INOVA Multi-Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	• General understanding of national curriculum and other basic learning programmes/techniques • Basic understanding of child development and learning • Promote good pupil behaviour and deal promptly with conflict and incidents • Have high expectations of progress and behaviour • Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities • Good organisational and time management skills • Good communication skills • Ability to relate well to children • Ability to use a range of teaching approaches and strategies that enthuse, motivate and actively engage learners
Qualifications and Experience	• GCSE Grade C/4 or above (or equivalent) in English and Mathematics. • Relevant Teaching Assistant qualification (or willingness to work towards one). • Experience of working with children in an educational setting. • Experience of supporting pupils with additional needs, including SEND, desirable. • Experience of delivering interventions and supporting learning in class,
Personal Qualities	• Caring, patient and nurturing approach. • Positive and enthusiastic attitude. • Reliable, flexible and adaptable. • Able to remain calm under pressure. • Committed to inclusion and high expectations for all pupils. • Professional, trustworthy and able to maintain confidentiality. • Strong interpersonal and communication skills.
Work Related Circumstances (including working conditions)	• The role is based at Hillsborough Nursery & Primary School but could involve travel to other school sites within the Trust • Requirement to participate in first aid training • Requirement to complete online training modules each year as applicable to the role • We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

How to Apply

Applications for this role are via email at recruitment@hillsborough.sheffield.sch.uk

The closing date for applications is 4pm on Tuesday 2nd December 2026 and interviews will be held on Friday 4th December 2026.

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website:
https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the policies page of our website.

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