INOVA
INSTITUTE OF TALENT
Innovation | Collaboration | Excellence

Level 2 Teaching Assistant - Permanent 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.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.



As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

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

Lee Barber
CEO

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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 ages 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

We are seeking to appoint a Level 2 Teaching Assistant to start as soon as possible

Salary Range	Grade 3 SCP 5-6 £26,427 - £26,847
Hours of Work	32.5 hour Monday to Friday 8.30am – 3.30pm 39 weeks
Responsible To	Headteacher & Assistant Head Phase Lead
Responsible For	Working under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
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

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
Establish constructive relationships with pupils and interact with them according to individual needs
Promote the inclusion and acceptance of all pupils
Encourage pupils to interact with others and engage in activities led by the teacher
Set challenging and demanding expectations and promote self-esteem and independence
Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
Assist with the planning of learning activities
Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
Establish constructive relationships with parents/carers
Administer routine tests and invigilate exams and undertake routine marking of pupils' work
Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Responsibilities

SUPPORT FOR THE CURRICULUM

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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 pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

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 pupils out of lesson times, including before and after school and at lunchtime

Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Any other duties and responsibilities appropriate to the grade and role.

The Person

Skills, knowledge & personal qualities	• Have a diverse set of skills which will enable you to be flexible working in the classroom. • Be passionate about teaching and learning • Be able to work creatively and strategically and collaborate with teachers • Be an innovative and reflective practitioner who is keen to learn • Be positive, with a 'can do' attitude • Be committed to improving the life chances of every child • Have experience of working in EYFS • Have excellent classroom skills including high expectations and a commitment to challenging every learner through an exciting, inspiring enquiry-based curriculum • Have outstanding interpersonal skills that motivate and inspire children to achieve their very best • Have highly effective communication, organisational and teamwork skills.
Qualifications and Experience	• Level 2 Teaching assistant qualification •Excellent numeracy/literacy skills – GCSEs or equivalent to NVQ level 2 in English and maths. •Training in the relevant learning strategies •Experience of working in a Primary School

How to Apply

Please complete an application form and return to enquiries@meynell.sheffiel.sch.uk or Via the TES website.

Closing date – Monday 30th November 2026 at midnight
Interview date – W/C 7th 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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