

# Hallam Primary School

## Recruitment Pack



**Job Title: 2 x Temporary HLTA**  
(one post is temp until 31<sup>st</sup> August 2021 the other is temp to cover maternity leave until 31<sup>st</sup> December 2021)  
**Start Date: As soon as possible**  
**Hours: 37 hours per week, 39 weeks per year**  
**Salary Information: Grade 5**  
**SCP 15 – 20 £23,541- £25,991 pro-rata**

# Hallam Primary School

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# Hallam Primary School

## Tapton School Academy Trust - Vision & Ethos

Tapton School Academy Trust (TSAT) was formed in 2012 and sponsored Chaucer School. Another 'Outstanding' Ofsted judgement for Tapton in 2013 gave the opportunity to partner with King Egbert School to build the Escafeld Teaching School Alliance. This has given rise to secure and effective leadership, training and support for our growing Trust family of schools.

In September 2015 we became eight schools – three secondary and five primary. Tapton, Chaucer and Forge Valley are our Secondaries and our Primaries are Southey Green, Meynell, Hillsborough, Wisewood and Hallam.

They are all linked in a shared endeavour – our mission is to provide an outstanding education to all our pupils 0 – 19. We are passionate that all our young people should see their time at school as safe, happy and fulfilling.

Our approach is founded on deeply effective partnership working – inextricably joining our schools, pupils, parents and their communities.





# Hallam Primary School

## Tapton School Academy Trust - Vision & Ethos

### Our provision for pupils and parents

All Tapton School Academy Trust Schools will offer:

- A genuine inclusive approach which ensures the best possible attainment, progress and achievement for every pupil.
- A broad and balanced, enriched curriculum which is delivered by consistently high quality teaching.
- Safe and harmonious learning environments where behaviour is well managed, learning is uninterrupted and moral values are fostered.
- Our learners develop resilience and self-reliance which offers them the skills to successfully meet the challenges and opportunities they will encounter in our rapidly changing world.
- Investment in the professional development of our staff at all stages in the Trust.

Leadership will be secured which is able, proactive and focused on success for each school, our pupils and the wider community.

### Partnerships

TSAT is founded on strong local partnerships, we only work within the Sheffield group of schools and are convinced that cross phase working is the very best way to secure our aims. Every Academy is non selective and our admissions are co-ordinated by Sheffield Local Authority. We work very closely with DfE, LA and the family of Sheffield Schools in order to plan strategically for our shared improvement agenda. All of our schools are founding members of Learn Sheffield, a new company operated to bring about a rapid improvement in all settings.

We value our excellent working relationships with Trade Unions. Recognition agreements are in place for all major Sheffield Unions and all TSAT Schools support union activities by paying into the facilities time agreement.



# Hallam Primary School

## Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in the position of temporary Higher Level Teaching Assistant at Hallam Primary School.

Tapton School Academies Trust – TSAT and the Governing Body are looking to appoint highly motivated and inspirational people who can take the school forward and deliver the Trust's vision and ethos.

Our aim is to ensure that every child in our care is given the opportunity to enhance their life chances by realising their full potential.

The successful applicant will become part of our vibrant Trust, which values its employees and encourages them to develop their skills in a supportive environment alongside lead professionals.

Our school has a team of dedicated staff who work closely as a team together with governors, parents, children, the local community and the other Primary academies across the Trust.

I hope this will inspire you to apply for this unique opportunity and I look forward to receiving your application. I do urge you to visit the school - this can be arranged by appointment and details are available in the application pack.

Once again thank you for your interest in the position.

Yours sincerely

Rebecca Bustani  
Chair of Governors



# Hallam Primary School

## About us

We are very proud of our school and our children. At Hallam we want all our children to be happy, feel safe, to learn and achieve to the best of their ability; to be the best they can be. Our children are supported in order to achieve their best and we seek to meet the needs of every individual child.

We recognise the significant role parents have to play in the education of their children and we strive to work in partnership with the whole family and in knowing each child as an individual.

We are very lucky to have such fantastic grounds in which the school sits and we use these to enhance our children's learning experiences.

We look forward to forging new partnerships and welcoming you to our school.







# Hallam Primary School

## Job Advert

**1 x Temporary HLTA until 31<sup>st</sup> August 2021**

**1 x Temporary HLTA until 31<sup>st</sup> December 2021 to cover maternity leave**

**Required: As soon as possible**

**Hours: 37 hours per week, 39 weeks per year**

**Salary: Grade 5, £23,541 - £25,991 pro-rata**

The Governing Body are looking to appoint two temporary Higher Level Teaching Assistant's to join our team as soon as possible. You will need to be an enthusiastic, hardworking, flexible individual. The role is to cover PPA time and staff absence. The successful candidate will predominantly undertake whole class teaching cover as well as some small group interventions.

Hallam is a large, inclusive and welcoming school set on an open site with an abundance of green space located to the west of Sheffield. The school sits at the heart of an established, close-knit yet growing community and provides education from 4 to 11. Our children are happy, safe and enjoy a creative curriculum and our parents greatly value their children's education and the work of the school. In addition to this the school has been part of a large expansion project which has seen us extend to three classes per year and over 600 pupils.

The school is at the heart of its community and in September 2015 became a member of Tapton School Academy Trust. Membership of the Academy Trust provides a range of opportunities for partnership working and continuing professional development with an outstanding secondary school and a network of primary schools within the locality. We are all working together to establish really effective practice for the benefit of every child.

### **You will need to:**

- Meet the National Higher Level Teaching Assistant Standards or have equivalent HLTA qualification.
- 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 across EYFS, KS1 & KS2
- 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.

**In return we can offer you:**

- a staff team with a vision of excellence for the future
- a dedicated and aspirational Governing Body
- a committed and supportive community which plays an active role in the school
- a well-resourced and stimulating environment

Visits to the school are welcomed and can be arranged by contacting Mrs Suzanne MGloin on 0114 2304430, at [enquiries@hallam.sheffield.sch.uk](mailto:enquiries@hallam.sheffield.sch.uk)

Application forms can be obtained from the school website, under the about us and job vacancies tabs, <http://www.hallamprimaryschool.co.uk/job-vacancies/>

Completed applications should be returned to Mrs Suzanne McGloin – School Manager – [enquiries@hallam.sheffield.sch.uk](mailto:enquiries@hallam.sheffield.sch.uk)

Please **do not** complete a Local Authority Application form for this post.

Further information relevant to this post is available on line via the school website <http://www.hallamprimaryschool.co.uk>

**Closing date for applications: Friday 5th March 2021**

**Interviews: Friday 12<sup>th</sup> March 2021**

Hallam Primary School is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment.

References for short-listed candidates will be requested before the interview.

Successful applicants will be required to undertake a DBS Enhanced Disclosure.





# Hallam Primary School

## Job Description & Person Specification

Please see the Job Description on the

Hallam Primary School job page:

<http://www.hallamprimaryschool.co.uk/job-vacancies/>



# Hallam Primary School

**Thank you for taking the time to look through our recruitment pack, we hope to hear from you soon.**

**Please remember to complete the Academy Trust application form and not a Local Authority form.**

**All completed applications need to be emailed to:**

**[enquiries@hallam.sheffield.sch.uk](mailto:enquiries@hallam.sheffield.sch.uk)**

