

Tapton  
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

# Level 2 Teaching Assistant – KS2 (Permanent)

## Candidate Information Pack



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Charitable Limited Company Registration Number: 07697171.  
Registered office: England and Wales. VAT Number: 134392225.



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Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

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

**David Dennis,**  
**CEO**

# About TSAT

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

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

**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.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

# Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

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 aptitude and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

All 5 primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

## **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
- Finance
- Governance
- HR
- IT
- School Improvement.

# About Hillsborough Primary School

Hillsborough is a 'good school' (Ofsted section 8 inspection May 22) which is housed in a Grade 2 listed building, educating children from 3-11. We are a two-form entry school but due to falling pupil numbers, we have some mixed classes through school. We provide nursery education for three and four year olds and this is housed in a separate annex and operates as one unit with our FS2 children while the rest of the school is housed in the main building.

The school serves a wide and diverse community with over 30 different languages spoken with no one, predominant ethnicity in the school. Children eligible for free school meals is above the national average and the mobility in the school is high. Children come to us from across the city and across the world and our school celebrates its diversity with children stating in our recent Ofsted that 'if you don't have friends outside of school, you will find friends here.'

Attainment is good with children achieving in line with national outcomes and progress measures have historically been strong. There is a new but well-constructed curriculum in place which ensures the children are experiencing a broad, balanced and progressive curriculum whilst also providing opportunities for subject leadership and development of staff within school. The leadership team consists of the Headteacher, Nicola Wileman, 2 Assistant Headteachers and a full time Inclusion Manager. There is also a wider SLT team who support the leadership in school.

**Our school motto is Believe. Belong. Become.**

**At Hillsborough, we support, nurture and challenge our children and encourage them to BELIEVE in their strengths and in those of others.**

We do this through having high expectations of the children in their learning and in their behaviours, encouraging them to take risks and develop resilience for when things get hard. We provide opportunities to develop their moral code through high quality teaching and learning as well as group discussions and 1:1 mentoring around issues that are relevant to children's well-being. We want to ensure that our children move on to their next stage of education with confidence and pride, knowing that they have the self-belief to do anything they put their mind to.

**At Hillsborough, we create a belief in our children, staff and parents that they BELONG to a community that cares for them and supports all of their needs.**

We do this through exploring all aspects of communities, both past and present, and give children opportunities to develop their own understanding of how they fit into their personal, social and global worlds. The Hillsborough ethos is explicitly taught to the children in order for them to develop an understanding of boundaries and rules for good community living and to ensure that they show a high level of tolerance and respect to everyone that they meet. Parents are given varied opportunities to engage with the school community and invest in their child's learning and staff are encouraged to fully commit and belong to the school and to the Trust, whose purpose is focussed on ensuring all children reach their full potential.

**At Hillsborough, we enrich and extend learning for all so that every child can achieve their potential and **BECOME** the individual they aspire to be.**

We do this through ensuring high quality teaching and learning which develops children's basic skills, knowledge and understanding of the world. We value learning in all areas of the curriculum and believe that children have a depth of understanding if learning is linked together and children are encouraged to draw on their knowledge. We emphasise aspiration and expose children, through the topics and experiences we provide, to different roles people undertake and ensure that children are encouraged to think big and aim high in order to achieve their dreams.

We look forward to welcoming you to our school.



# The Role

<b>Salary Range:</b>	Grade 3 SCP 5 -6 (£23,500 to £23,893)
<b>Responsible To:</b>	Headteacher
<b>Responsible For:</b>	Not Applicable
<b>Holidays:</b>	N/A
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Pension scheme</li><li>• Salary Sacrifice Car Scheme</li><li>• Cycle to Work Scheme</li><li>• Discounted membership for Westfield Health</li><li>• Occupational Health</li><li>• Wellbeing Programme</li><li>• Continuous CPD and Training.</li></ul>

**We are seeking to appoint a full-time permanent Level 2 Teaching Assistant in KS2 to start September 2024.**

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 (including a job description) can be obtained at: [www.hillsborough.sheffield.sch.uk](http://www.hillsborough.sheffield.sch.uk) where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites. Completed applications should be returned to: [enquiries@hillsborough.sheffield.sch.uk](mailto:enquiries@hillsborough.sheffield.sch.uk).

**Please do not use the Local Authority application form.**

Hillsborough 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.

The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role. References for shortlisted candidates will be requested before the interview.

# Responsibilities

- The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School 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.
- To work 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.
- **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 pupils 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.
- **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 related duties as may arise.

# The Person

<b>Skills and Knowledge:</b>	<b>Skills:</b> <ul style="list-style-type: none"><li>•Have effective oral and written communication skills</li><li>•Form effective professional relationships including team working</li><li>•Have good organisational and time management skills</li><li>•Have sound ICT skills</li><li>•Establish good working relationships with pupils acting as a role model</li><li>•Encourage pupils to interact with others and engage in activities led by the teacher</li><li>•Assist with the development and implementation of Individual/Behaviour Plans and Personal Care programmes</li><li>•Provide detailed and regular feedback to teachers on pupils' achievements and progress</li><li>•Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li><li>•Work as part of a team appreciating and supporting the role of other people in the team</li><li>•Support the change process, remaining positive during times of change</li><li>•Build and maintain successful relationships with pupils</li><li>•Ability to improve your own practice</li></ul> <b>Knowledge:</b> <ul style="list-style-type: none"><li>•Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li><li>•Ability to utilise strategies to support pupils in achieving learning goals</li><li>•Promote good pupil behaviour and deal promptly with conflict and incidents</li><li>•Ability to undertake pupil record keeping as requested</li><li>•Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles</li><li>•Understanding of how to support maths and English programmes, record achievements and progress and providing appropriate reports and feedback for the teacher</li><li>•Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection</li></ul> <b>Other:</b> <ul style="list-style-type: none"><li>•Attend school training sessions</li><li>•Have empathy with those facing barriers to their learning</li><li>•An understanding of and a genuine commitment to Inclusion</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>•Working with pupils in school for a minimum of 2 years and caring for children of relevant age/subject area in an educational setting</li><li>•General understanding of national curriculum and other basic learning programmes/techniques</li><li>•Basic understanding of child development and learning</li><li>•Ability to relate well to children and adults</li><li>•Working with children who have special educational needs/EAL</li><li>•General awareness of inclusion, especially within a school setting</li></ul>
<b>Education, Training and Qualifications:</b>	<ul style="list-style-type: none"><li>•GCSE qualifications in maths and English or level 2 equivalent qualification</li><li>•NVQ 2 for Teaching Assistants or equivalent qualification or experience</li><li>•Training in relevant learning strategies, e.g, maths/English</li><li>•<b>Willingness to undertake appropriate first aid training</b></li></ul>

<b>Personal Qualities:</b>	<ul style="list-style-type: none"><li>• A presence which inspires confidence.</li><li>• Creativity and enthusiasm.</li><li>• The ability to motivate others.</li><li>• Excellent judgement and integrity.</li><li>• Ability to develop and maintain excellent working relationships with all members of the school community.</li></ul>
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- **Fluency Duty:** The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.



# How to apply

Informal discussions about the role and visits to the school are warmly welcomed. Please contact us to arrange:

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

Applications for this role are via the TES, DfE and Sheffield City Council website. If you require a paper copy of the application form please contact us:

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

The closing date for applications is Thursday 13<sup>th</sup> June 2024 at 12.00pm

Short listing will take place on Thursday 13<sup>th</sup> June 2024

Interviews will be held on Tuesday 18<sup>th</sup> June 2024

## Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all 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 identity / 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 services.

### **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 is prohibited and your application will be disqualified.

### **Policies**

Our approach to safeguarding, and school safeguarding policies can be found on the Trust website:

[TSAT - Safeguarding \(taptontrust.org.uk\)](http://taptontrust.org.uk)

### **Equality & 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. [Click Here](#) to access TSAT's Equality and Diversity Statement.

### **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.