



Higher Level Teaching Assistant (Part-Time) 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 INOVASchool 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



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

Hallam Primary School are seeking to appoint a part-time HLTA (Wednesday – Friday 8am – 4pm)

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.hallam.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: smcgloin@hallam.sheffield.sch.uk

Please do not use the Local Authority application form.

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. 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.

Salary Range	Grade 5, (£29,093 to £31,586 pro rata) Actual Salary £17,455.80
Hours of Work	Wednesday – Friday 8am – 4pm (22.2 hours per week), 39 weeks per year
Responsible To	Headteacher
Responsible For	Whole class teaching cover under the guidance of teaching/senior staff, including implementation of work programmes, managing pupil behaviour and assisting pupils in relevant activities.
Benefits	<ul style="list-style-type: none">• 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 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

Whilst the main focus of this role will be whole class teaching cover, the jobholder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Organise and manage appropriate learning environment and resources
- within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

- Administer and assess routine tests and invigilate exams/tests 10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
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SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

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
- Establish constructive relationships and communicate with other
- agencies/professionals, in liaison with the teacher, to support
- achievement and progress of pupils
- 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 pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

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 Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of the school's ethos and behavioural policies. • Basic understanding of child development and learning. • Familiarity with the school's systems, such as Bromcom (if applicable). • Knowledge of the national curriculum and learning strategies. • Excellent organizational skills and the ability to manage workload effectively. • Ability to work independently and use initiative when required. • Flexibility to adapt to changing circumstances and demands of the role. • Excellent verbal and written communication skills. • Ability to communicate effectively with students, staff, and potentially parents. • Strong interpersonal skills to build positive relationships with students. • Ability to adapt communication style to different audiences and situations.
Qualifications and Experience	<ul style="list-style-type: none"> • Meet higher level teaching assistant standards or equivalent qualification or experience • Excellent numeracy/literacy skills – equivalent to NVQ level 2 in English and maths • Training in the relevant learning strategies e.g. literacy, Specialist skills/training in curriculum or learning area e.g. bi- lingual, sign language, ICT
Personal Qualities	<ul style="list-style-type: none"> • Positive and enthusiastic • Caring • Team player • High expectations of themselves and others • Commitment to safeguarding children • Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection • Committed to a strong partnership between home and school • The ability to establish good professional relationships with parents, children, governors and colleagues

Personal Qualities	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Excellent organizational skills and the ability to manage workload effectively. • Ability to work independently and use initiative when required. • Flexibility to adapt to changing circumstances and demands of the role.
Work Related Circumstances (including working conditions)	<ul style="list-style-type: none"> • The role is based at Hallam 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.

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

How to Apply

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

The closing date for applications is Monday 7th July 2025 and interview date to be confirmed.

Visits to the school are warmly welcomed, please contact the main school office on 0114 2304430 or email at smcgloin@hallam.sheffield.sch.uk to make arrangements.

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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