

Recruitment Information for Applicants

Full Time Permanent HLTA



Watercliffe Meadows

Our school is committed to safeguarding and promoting the welfare of children and young people expects all staff to share this commitment.

We will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our children.

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Higher Level Teaching Assistant

Anticipated number on roll 500 FTE (including nursery pupils)

Salary: £27,803 – £31,508 (pro rata) 37 hours per week, 39 weeks per year

An exciting opportunity has arisen to appoint a Higher Level Teaching Assistant from November 2024 or as soon as possible to join our successful, innovative and inclusive school. Watercliffe Meadow was judged as a “good” school with “outstanding features” by Ofsted in February 2020.

We are seeking to permanently appoint an experienced Higher Level Teaching Assistant to join our enthusiastic team to work across F2 and KS1, to work with happy, motivated children and families who want to learn at Watercliffe Meadow. Experience of Read Write Inc is essential.

We need:

- Excellent HLTAs who are passionate about making a difference
- Professionals who see themselves as learners
- HLTAs who can inspire children and are committed to making learning meaningful, fun and special for every single child
- People who are good communicators and team players
- Creative thinkers

Please email our School Manager, Rachel Stone - rstone@watercliffe.sheffield.sch.uk to request an application pack.

Visits to the school are warmly welcomed and encouraged, please phone to book a time, or email rstone@watercliffe.sheffield.sch.uk

If you are applying online from the council website, please download and complete the word version of the application form and return it to the school office email address as above. We request that applicants do not use the Sheffield City Council on-line application process.

Applications will be considered as they are received and we therefore urge candidates to submit an application as soon as possible. We reserve the right to close this vacancy before the specified closing date.

Closing date: Sunday 20th October 2024 12.00pm

Shortlisting: Monday 21st October 2024

Interviews – Tuesday 5th November 2024

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

Online checks will be carried out on all shortlisted candidates.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Watercliffe Meadow is located within the Burngreave Ward of Sheffield. We support an inclusive culture and diversity for our staff and students. We are committed to encouraging further growth from diverse groups. We currently have an under representation from BAME. As such, we particularly welcome applicants from this group.

Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.



Dear Candidate,

Welcome to Watercliffe Meadow

Thank you for your interest in this role at our school. We are delighted that you are taking the time to find out more about the special place that Watercliffe Meadow is.

We firmly believe that choosing the right school for you is a very important decision to make and this is why, wherever possible, we always highly encourage potential candidates to visit us and take a tour before making the decision to apply.

We are an OFSTED rated good school (February 2020) and have an excellent reputation for being highly inclusive. We have had a stable leadership team since opening, with many of our senior leaders being with us from the first day of opening.

If you would like to learn more about us, please visit our website: www.watercliffemeadow.com

We look forward to receiving your application.

Kind regards



C. L. Bradley

Ian Read
Headteacher

Claire Bradley
Head of School

A place for learning



About Watercliffe Meadow



Watercliffe Meadow is an over-subscribed two form entry primary school with nursery, with 500 pupils on roll. Although we are a relatively large primary, many people refer to us as a big happy family.

Watercliffe Meadow opened in 2008, after the closure of Watermead and Busk Meadow infants and Shirecliffe Junior School. We have many long serving members of staff, with a third of them being with us from our first day of opening after having worked at the three schools that closed.

Our Headteacher is highly respected in Sheffield for his work with Learn Sheffield and the Local Authority and is supported by our Head of School, who has taught in Shirecliffe for over 28 years. They both were instrumental in the opening of Watercliffe Meadow.

We are very lucky to have a modern and well-resourced building with two MUGAs, a playing field/running track and two staff car parks. Unlike many schools, we have our own employed catering team.

We are proud to be a local authority maintained school with a supportive governing body.

Why work with us?

- A community that feels like a family
- Professional and personal support
- Excellent CPD progression opportunities
- A sense of belonging
- A Golden Week every term

Our Mission Statement



Watercliffe Meadow is a happy, caring place for learning. Everyone has the chance to explore, discover and develop their unique qualities, skills, gifts and talents. We feel good about who we are. Together, we can help to make the world a better place.



This is our 'mission statement'. Staff, children, parents and governors all worked together to create these simple statements that explain what we are about and what our vision and aims are for our learning community. Our children have even written a song about it!

We all know that the world is a fast and ever-changing place. What we want to do above all things is to prepare our children, not only to survive in the world of the 21st Century but also to find their place and to be able to flourish within it. To do this, we know that we must provide a stable and caring environment where learning is valued, and where children (and adults) have access to a wide range of exciting learning opportunities that will help them develop their knowledge, skills and attitudes so that everyone can become successful and content in life.

We want our children to become independent learners, to have the chance to discover and feel confident about their own uniqueness and also to be able to appreciate the wider world and the importance of working together to make things better. Our staff are dedicated to making this happen. We truly believe that, by working together, we can achieve the aims of our mission statement.

How to find us!

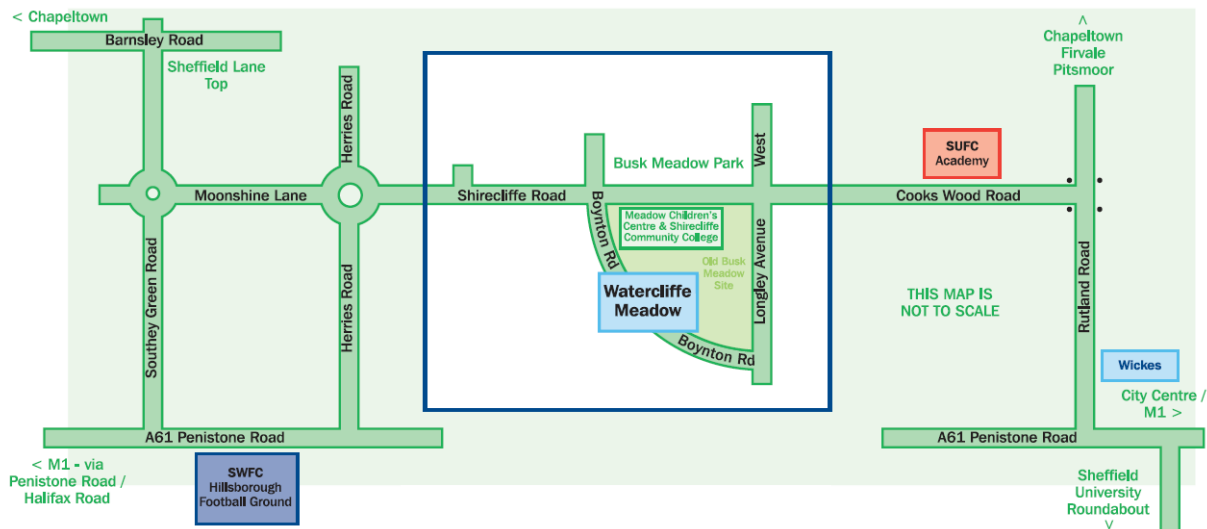


Watercliffe Meadow
Boynton Road, Sheffield, S5 7HL.
Telephone 0114 2326603

Email: office@watercliffe.sheffield.sch.uk

Directions...

We are at the end of Boynton Road which can be accessed either from Shirecliffe Road or Longley Avenue West. Our main car park is at the end of Boynton Road coming from the Shirecliffe Road entrance.



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
SCHOOL	WATERCLIFFE MEADOW COMMUNITY PRIMARY SCHOOL
POST TITLE	HIGHER LEVEL TEACHING ASSISTANT LEVEL 4
ROLE PROFILE	LD3.5
TOOLKIT JOB REF NUMBER	ToolkitJD-13h
GRADE	5 (inclusive of JWCs)
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	OTHER TEACHING ASSISTANTS/TEACHERS
PURPOSE OF JOB	<p>Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, including planning, preparation and delivery. These activities can be for individuals/groups or whole classes on a short-term basis including monitoring and assessment, recording and reporting on pupil achievement, progress and development</p> <p>Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training</p>
RELEVANT QUALIFICATIONS AND EXPERIENCE	<p>Meet higher level teaching assistant standards or equivalent qualification or experience</p> <p>Excellent numeracy/literacy skills – equivalent to NVQ level 2 in English and maths</p> <p>Training in the relevant learning strategies e.g. literacy</p> <p>Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT</p>

Person Specification

MINIMUM REQUIREMENTS	Essential (E) Desirable (D)	METHOD OF ASSESSMENT
Skills/Knowledge		
Be trained in Read Write Inc	E	Application/Interview
Effective use of ICT to support learning	E	Application form
The ability to motivate and nurture children	E	Application form / Interview
A commitment to raise achievement and standards	E	Application form / Interview
Interest in supporting the learning of children with SEN	E	Application form / Interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation	E	Application form / Interview
Basic understanding of child development and learning	E	Application form / Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	E	Application form / References
Ability to relate well to children and adults	E	Interview / References
Work constructively as part of a team, understand classroom roles and responsibilities	E	Application form / Interview / References
Willingness to undertake CPD/Training as appropriate	E	Application form / Interview
Able to prioritise their own workload, working accurately and to deadlines	E	Application form / References
Experience/Qualifications/Training etc.		
Experience of working in a busy mainstream classroom	E	Application form / Interview
5 GCSE's with a minimum of grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	E	Application form / Certificates / Interview
HLTA Status	E	
Experience in planning/assessment/delivering activities	E / D	Application form / Interview
Experience of tracking interventions and monitoring impact of these	D	Application form / Interview
Work Related Circumstances (including Working conditions)		
Understanding of Child Protection/Safeguarding in schools	E	Application form / Interview

The Appointment Process

1. The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CV's are not accepted.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present appointment is, which establishment you work in and who your employer is.

4. Previous Employment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regards to contact addresses including email and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take care to demonstrate how you meet the person specification included as part of these details.

Please limit your supporting statement to two sides of A4 in size 11 font.

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to interview stage. We would ask that all shortlisted applicants read the safeguarding information on our website prior to attending the interview.

8. The Interview

Shortlisted candidates invited to interview will be contacted as soon as possible after shortlisting has taken place.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for employment. It is hoped that this information will help you with future applications.

10. Completed Applications

Please return your completed application form wherever possible, by email to rstone@watercliffe.sheffield.sch.uk by the closing date.