



Information Pack for  
Applicants

Higher Level Teaching  
Assistant at  
Whiteways Primary School



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

### Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owler Brook and Whiteways Primaries.

### Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff in to leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website

<https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges  
CEO Cascade Multi Academy Trust

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## Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

## Our Principles

In our schools we will ensure: -

### An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
  - Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
  - Educational visits and visitors, enrich children's education experience on a regular basis.
  - Our learning environments will enhance the learning and curriculum opportunities we provide.
  - Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
  - Community involvement is part of the life of our schools and the children impact on the life of the community.
  - Equal opportunities through the curriculum, inspire all children to succeed.
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## High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

## A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

## We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

## Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We envision a dynamic and inclusive learning community where every child is empowered to achieve their fullest potential. Our commitment is to nurture a love for learning, foster creativity, and instil values of respect, responsibility, and resilience. We strive to create a safe and supportive environment where diversity is celebrated, and every pupil is prepared to thrive in an ever-changing world. Together with families, and the broader community, we aim to inspire lifelong learners who are confident, compassionate, and equipped to make positive contributions to society.

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Dear Applicant

## Higher Level Teaching Assistant

As the Headteacher, I would like to thank you for your interest in the post of Higher Level Teaching Assistant at Whiteways Primary School. We are thrilled that you are considering joining our dynamic team in this important role.

Whiteways is situated in the north east of Sheffield. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be. Our school is truly a wonderful place, where all children are loved, cherished and nurtured. It is a vibrant, multi-cultural school where children are happy, confident and enthusiastic in their learning.

At Whiteways, we strive for a culture of excellence and impact. We endeavour to bring our curriculum alive through quality first hand experiences within a tailored and personalised curriculum for all our children, giving them opportunities to visit new places and experience residential visits. We ensure every child has a positive learning attitude, and captures a life-long love of learning; setting strong foundations for their future.

As a school, we are committed to excellence in all aspects of our work; and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Whiteways Primary School.

I hope that the information provided will give you a flavour of what we are aiming to achieve.

I encourage you to explore our website, read about our school's values, and learn about our vibrant community. If you share our passion for education and our vision for a brighter future, we invite you to apply for the HLTA at Whiteways.

Thank you for considering Whiteways as your potential workplace. We look forward to receiving your application and the opportunity to welcome you into our Whiteways family.

A handwritten signature in black ink, appearing to read "Anna Ross".

Anna Ross, HEADTEACHER



## Higher Level Teaching Assistant

Start date: 1<sup>st</sup> September 2025

Temporary for 1 year until 31<sup>st</sup> August 2026

Hours: Full time 37 hours, 39 Weeks Per Year

Salary: Grade 5 SCP 15 – 20, £29,093 - £31,586 per annum

Actual Salary: £25,024 - £27,168 per annum

Cascade Multi Academy Trust is seeking to appoint Higher Level Teaching Assistant to join the Trust.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

Whiteways Primary School is a collaborative, multicultural and vibrant place to work. We pride ourselves on working together as a staff team to ensure we give our children the best starting points in life. Our curriculum is what excites the children for learning, and we strive to be innovative in our teaching approaches. We continually celebrate our uniqueness and diversity through our curriculum and community cohesion; making learning purposeful, immersive and challenging.

### The Role:

The role is based at Whiteways Primary School which has an experienced, inspirational and forward-thinking senior leadership team. You will work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

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**The main duties will involve:**

- Classroom cover including the planning and assessment
- Leading interventions with groups of children particularly in reading, writing, maths and phonics
- Monitoring the pupils progress
- Participation in extracurricular activities

**The successful candidate will need to demonstrate the following:**

- Be an excellent and qualified practitioner with experience of covering classes
- Have successful recent experience as an HLTA
- Have recent experience of a range of interventions
- Be keen to work in partnership with teachers
- Be able to work under instruction as well as having the ability to use their own initiative
- Have the ability to build excellent relationships and work positively with children, colleagues, parents and the community
- Work successfully as part of a team to plan, prepare and support learning
- Be flexible in order to respond to the needs of the children

**For all your hard work, we provide:**

- A successful and visionary team to support you
- The opportunity to work with a supportive, established team
- We cover the cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

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Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the Trust, please contact the Business Support Manager, Beth Callaghan via email at [recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk).

You can download the word version of the application form from Cascade's website – [Recruitment | Cascade MAT](#)

Please do not use Sheffield City Council application form

Your completed application should be emailed to [recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk)

Closing Date: Monday 19<sup>th</sup> May at Midday  
Interview Date: Tuesday 10<sup>th</sup> June 2025

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## **Higher Level Teaching Assistant, Level 4, Cascade Multi Academy Trust**

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### **Our Vision**

Our vision at Cascade MAT is to: Transform the life-chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work; and to be an influential part of the local community.

### **The Role**

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.

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

### **Qualifications**

- Meet Higher Level Teaching Assistant standards of equivalent qualification (Qualified Teacher) or experience
- Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
- Evidence of training in the relevant learning strategies e.g. literacy, numeracy
- Specialist skills/training in curriculum or learning area e.g. Bilingual, Sign Language, ICT

### **Key Responsibilities**

#### **Support for Pupils**

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations
3. Develop and implement Individual Education Plans
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

#### **Support for the Teacher**

1. Organise and manage appropriate learning environment and resources

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

### **Support for the Curriculum**

1. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
2. 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
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
4. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
5. Advise on appropriate deployment and use of specialist aid/resources/equipment

### **Support for the School**

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
6. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
7. Deliver out of school learning activities within guidelines established by the school
8. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

### **Line Management Responsibility where appropriate**

1. Manage other Teaching Assistants
  2. Liaise between Managers/Teaching staff and Teaching Assistants
  3. Hold regular team meetings with managed staff
  4. Represent Teaching Assistants at teaching staff/management/other appropriate meetings
  5. Undertake recruitment/induction/appraisal/training/mentoring for other Teaching Assistants
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**Any other duties and responsibilities appropriate to the grade and role**

All the above duties and responsibilities to be carried out in accordance with Cascade Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities, Data Protection and Health and Safety.

## PERSON SPECIFICATION

<b>Higher Level Teaching Assistant – Grade 5</b>	
All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification	
<b>Qualification and experience</b>	
<b>Candidates should have:</b>	
1	Met Higher Level Teaching Assistant Standards or equivalent (Qualified Teacher) or experience
2	GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level
3	Recent experience in relevant learning strategies e.g. Literacy, Numeracy
4	Specialist skills/training in curriculum or learning area e.g. Bilingual, Sign Language, ICT
5	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
<b>Personal qualities</b>	
<b>Candidates should:</b>	
1	Communicate effectively and develop positive relationships with all pupils and stakeholders
2	Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with a class teacher and other staff in school
3	Be decisive, consistent and have a creative approach to problem solving
4	Be well-presented and have a positive attitude
5	Flexible and adaptable to changing circumstances/situations
6	Ability to work effectively as part of a team and contribute to group thinking, planning etc.
7	Ability to use own initiative and work independently
8	Ability to work calmly under pressure
<b>Skills</b>	
<b>Candidates should be able to:</b>	
1	Support the vision for the school/Trust
2	Ability to provide and deliver learning activities for whole classes of pupils
3	Ability to relate positively with children, motivate, inspire and have high expectations of all pupils
4	Ability to record and assess pupil progress/performance etc.
5	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
6	Good understanding of child development and learning processes
7	Good working knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies
	Good understanding of statutory frameworks relating to teaching
8	Approachable, courteous and able to present a positive image of the school to all stakeholders
9	Ability to use ICT effectively to support learning including Interactive Whiteboard and other equipment technology

10	Desire and ability to constantly improve own practice/knowledge through self-evaluation and learning from others
<b>Professional knowledge and understanding</b>	
<b>Candidates should:</b>	
1	Demonstrate an understanding of classroom roles and responsibilities and the role of the HLTA within these
2	Demonstrate their understanding and maintain confidentiality
3	Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation
<b>Safeguarding</b>	
<b>Candidates should have:</b>	
1	An understanding of safeguarding and promoting the welfare of children and young people

**The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).**

## The Appointment Process

These notes are intended to guide you when making an application

### Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

### Education and Training

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

### Present Appointment

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

### Previous Appointments

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. This is a requirement under our recruitment and safeguarding policies.

### 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 regard to contact addresses, including emails and telephone numbers.

### The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack. Please limit your supporting statement to two sides of A4 in size 11 font

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## Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for

Interview and Task(s) associated with the role

## Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

## Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

## Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

[recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk)

## Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

## Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>

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