



# Information Pack for Applicants

## Higher Level Teaching Assistant



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

### 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.

### 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 are committed to building strong links with the local community and services to ensure we work holistically for our children. 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.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.



Dear Applicant

As the Inclusion Lead for Cascade Multi Academy Trust, I would like to thank you for your interest in the post of Higher Level Teaching Assistant and to provide further background regarding the post and the application process.

Cascade Integrated Resource is one provision based across three different school sites - Beck, Hucklow and Whiteways. All three schools are situated in the north east of Sheffield. Our aim within the Integrated Resource is to deliver a broad, balanced though personalised curriculum for each of our children. We want children to be excited about their learning as we foster their interests, and challenge them to become the best that they can be.

The main area of need for pupils in the Integrated Resource is Communication and Interaction. Each child has an Education, Health and Care Plan and is placed by the Local Authority. Children are supported to access mainstream learning by adults from the base where appropriate.

As our provision is bespoke to our children, we work alongside outside agencies to ensure that our staff are highly skilled and feel confident in the delivery of our curriculum.

I hope that the information provided will give you a flavour of what we are aiming to achieve and enable you to determine whether we are the provision for you at this stage of your professional development. If you decide this is the setting for you, I will be delighted to receive an application from you. If not, then may I thank you for your interest in our post and wish you well in the future.

As a Trust, 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 within our IR provision.

I hope that you choose to submit an application, and would be happy to provide any further information you may require.

Lisa Whitehead

Trust Inclusion Lead

# Higher Level Teaching Assistant

Permanent  
Full time

REFERENCE NUMBER - IR1003

Hours / Weeks – 37 hours per week / 39 weeks per year

Grade and Scale – Grade 5, scale point 15 to 20

Salary £27,803 - £30, 296 (full time equiv)

Actual salary - £23,914 - £ 26,058 (with under 5 years service)

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

Cascade IR is a purpose-built provision to support children with additional needs. We offer a stimulating learning environment as well as a challenging and innovative curriculum tailored to meet the needs of our pupils. We are proud of the relationships we have built with our children, families and outside agencies as these are fundamental to everything that we do.

We are now in our fourth year and are looking to invite proactive and enthusiastic team players to join our dedicated team. We recognise that new staff may need to further develop their skills to work within the setting, so we offer a core training programme to develop confidence to undertake the role.

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.

**The successful candidate will:-**

- Be able to cover for the teacher within the Integrated Resource
- Contribute to the planning and assessment of pupils within the IR
- Be able to work effectively within the team to ensure there are high quality and effective learning opportunities for all children.
- Be expected to work closely with our multi-disciplinary teams
- Have recent experience of working as an HLTA
- Have the ability to build excellent relationships and work positively with children, colleagues, parents and the community
- Work closely within the school team and contribute to the school community
- Have a passion for working with pupils with a variety of needs and the inclusion agenda



- Have knowledge or experience of completing SEN assessments and differentiated plans
- Be able to undertake specialist teaching on a 1:1, small group and whole-class basis
- Be a motivational communicator for children of all abilities ensuring learning is engaging and inclusive
- Have a commitment to an integrated, therapeutic approach and ethos
- Be very flexible and adapt quickly to change

**We can offer you:-**

- A career pathway
- Enhanced disclosure check paid for by the Trust
- 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. 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 Lisa Whitehead via email at [lwhitehead@cascademat.co.uk](mailto:lwhitehead@cascademat.co.uk)

You can download the word version of the application form from Cascade's website. **Please do not use Sheffield City Council application form**

[www.cascademat.co.uk](http://www.cascademat.co.uk)

or alternatively an application form can be obtained by e-mailing [recruitment@cascademat.co.uk](mailto:recruitment@cascademat.co.uk)

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

**Closing Date: 28<sup>th</sup> June 2024**

**Interview Date: 5<sup>th</sup> July 2024**

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust 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

### 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

### 1. 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

## 2. 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.

## 3. 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

#### **4. 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

#### **5. 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

#### **6. ANY OTHER DUTIES AND RESPONSIBILITIES APPROPRAITE 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

### Higher Level Teaching Assistant

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

#### Qualification and experience

**Candidates should have:**

Met Higher Level Teaching Assistant Standards or equivalent (Qualified Teacher) or experience

GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level

Recent experience in relevant learning strategies e.g. Literacy, Numeracy

Specialist skills/training in curriculum or learning area e.g. Bilingual, Sign Language, ICT

Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD

#### Personal qualities

**Candidates should:**

Communicate effectively and develop positive relationships with all pupils and stakeholders

Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with a class teacher and other staff in school

Be decisive, consistent and have a creative approach to problem solving

Be well-presented and have a positive attitude

Flexible and adaptable to changing circumstances/situations

Ability to work effectively as part of a team and contribute to group thinking, planning etc.

Ability to use own initiative and work independently

Ability to work calmly under pressure

#### Skills

**Candidates should be able to:**

Support the vision for the school/Trust

Ability to provide and deliver learning activities for whole classes of pupils

Ability to relate positively with children, motivate, inspire and have high expectations of all pupils

	Ability to record and assess pupil progress/performance etc.
	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
	Good understanding of child development and learning processes
	Good working knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies
	Good understanding of statutory frameworks relating to teaching
	Approachable, courteous and able to present a positive image of the school to all stakeholders
	Ability to use ICT effectively to support learning including Interactive Whiteboard and other equipment technology
	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>	
	Demonstrate an understanding of classroom roles and responsibilities and the role of the HLTA within these
	Demonstrate their understanding and maintain confidentiality
	Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation
<b>Safeguarding</b>	
<b>Candidates should have:</b>	
	An understanding of safeguarding and promoting the welfare of children and young people

## 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.

Please read the application form, job description, person specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified

The decision to shortlist you for interview will be solely based on the information you provide in the application form.

### 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.

## 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.

The interview panel will include a Safer Recruitment trained member and within the interview process you will be asked questions to explore your suitability to work with children.

## Disabled Candidates

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please state the arrangements you require. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

## 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, this should be returned via email by the closing date specified in the advert.

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

If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful.

## Privacy Notices

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

<https://www.cascademat.co.uk>

## Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>

## Complaints Procedure

If you have a complaint regarding the recruitment process, please Email: [hr@cascademat.co.uk](mailto:hr@cascademat.co.uk) giving full details. We will investigate and respond within 28 working days.