Recruitment Information for Applicants

Higher Level Teaching Assistant

(or Band 4 Health Work Practitioner equivalent)

Watercliffe Meadow

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

(or BAND 4 Health Work Practitioner equivalent)

15 Place SEND Assessment Centre Provision

Grade 5 Salary £31,015 - £33,673

An exciting opportunity has arisen to appoint a HLTA (or equivalent Band 4 Therapy Assistant Practitioner) from January 2027 (or earlier if feasible) as part of our brand-new SEND assessment centre provision. Watercliffe Meadow an OFSTED rated good school (June 2025) and have an excellent reputation for being highly inclusive. We have had a stable leadership team since opening, with many of our staff being with us from the first day of opening.

We are looking for a practitioner with experience and a passion for working with SEND pupils. We are looking for someone with experience of direct work in schools or in speech and language, physio or occupational therapy work to join our core team as part of the assessment centre, aiming to provide whole family needs led assessments for pupils with social and communication needs.

It is intended that the provision will be supported by a multi-disciplinary team of professionals who will work together with education staff to undertake a range of assessments to produce one co-ordinated plan, which involves parents, identifies the priority outcomes for the child and is supportive of their provision in local schools. Initially in the first 2 terms the provision will test and learn from pupils at Watercliffe Meadow school in order to build a strong, capable team clear about the range of assessments and support they can provide.

We need:

- An excellent practitioner who is open to widening their skillset across different disciplines
- Experience in working with and supporting SEND pupils
- An excellent communicator capable of building purposeful relationships with a range of professionals, children and families
- A commitment to achieving the best outcomes for vulnerable pupils and their families

Please email Rachel Stone, our School Manager regarding any questions you may have.

Visits to the school are encouraged to increase the chance of a successful application. Please email rstone@watercliffe.sheffield.sch.uk or telephone 0114 232 6603 to book at time.

Completed applications should also be sent to the same email address.

Watercliffe Meadow is committed to safeguarding and promoting the welfare and safety of all our children. We expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any cautions or convictions prior to interview. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website:

https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

In addition, an online search will also be conducted for all shortlisted candidates prior to interview. If appointed, the successful candidate will be required to complete various vetting checks, including an enhanced DBS criminal records check, a Children's Barred List check and a prohibition from teaching check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Before applying, candidates are asked to read the school's safeguarding policy, which is available at:
https://www.watercliffemeadow.com/attachments/download.asp?file=545&type=pdf

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.

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

Closing Date: **9.00am Monday 4th January 2027**

Shortlisting: **Monday 4th January 2027**

Interviews: **Thursday 7th January 2027**

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.

Please email completed applications to rstone@watercliffe.sheffield.sch.uk

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 2025) 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



Headteacher: Ian Read Head of School: Claire Bradley Chair of Governors: Lee Hilton-Brammer
Boynton Road, Sheffield, S5 7HL t: 0114 2326603 e: office@watercliffe.sheffield.sch.uk watercliffemeadow.com

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!

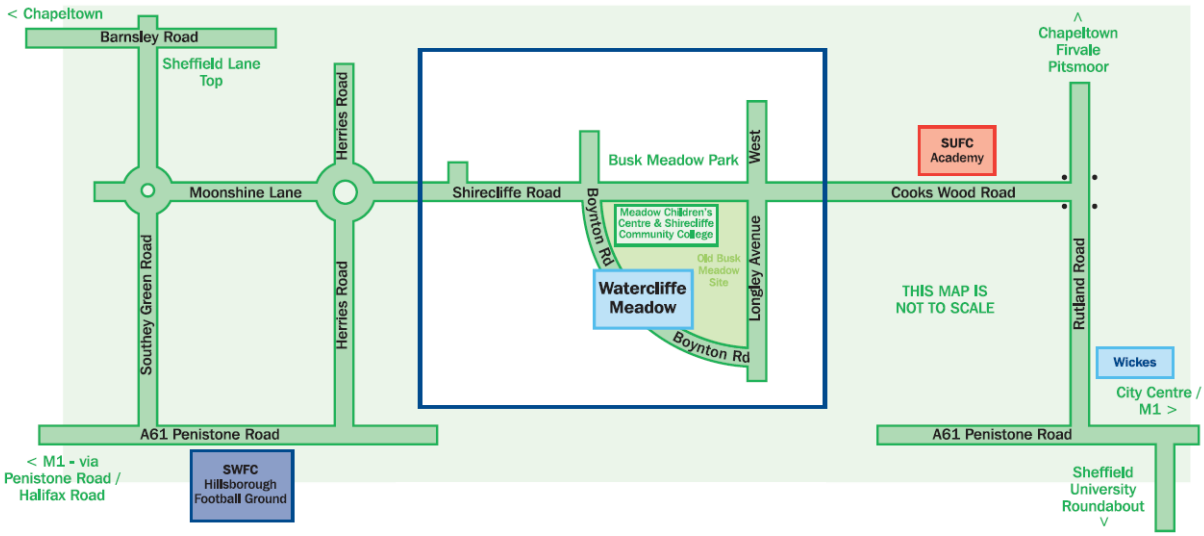
We all know that the world is a fast and ever-changing place. What we want to do above all things is to prepare our children, not only to survive in the world of the 21st Century but also to find their place and to be able to flourish within it. To do this, we know that we must provide a stable and caring 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.



CITY of SHEFFIELD

JOB DESCRIPTION

Ref: JD-HLTA-April 2013

CHILDREN AND YOUNG PEOPLE'S SERVICE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
	WATERCLIFFE MEADOW COMMUNITY PRIMARY SCHOOL
POST TITLE	**HIGHER LEVEL TEACHING ASSISTANT – LEVEL 4**
GRADE	**Grade 5** **L&D 3.5, SCP 22-27**
HOURS/WEEKS	**37 hours per week (or pro-rata)** **39 weeks per annum (term-time and training days)**
RESPONSIBLE TO	**HEADTEACHER and/or Assistant Headteacher**
RESPONSIBLE FOR	**Working with identified staff to plan the delivery of quality teaching and learning as part of the Watercliffe SEND Provision** **The delivery of planned interventions to support pupils in the Provision.**
PURPOSE OF JOB	**Working within an agreed framework of supervision to complement the professional work of other staff by taking responsibility for agreed learning activities, including planning, preparation and delivery. Delivering activities to small groups or individuals 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 Provision and/or management of other teaching assistants including allocation and monitoring of work and training where appropriate.**
RELEVANT QUALIFICATIONS	• **Meet the Higher Level Teaching Assistant Standards or equivalent qualification in relevant field (eg Band 4 Health Practitioner)** • **Specialist skills/training in the relevant specialist area** • **Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and maths.**

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies, within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND 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 Provision.
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 and staff 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 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 sessions/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. Production of session plans, activities 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 effective learning strategies and activities to support the development of pupils' skills.
3. Use ICT effectively where appropriate 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 safeguarding, 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 Provision.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with other members of the team, 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 outreach support within guidelines established by the Provision.
8. Contribute to the identification and execution of appropriate outreach activities which consolidate and extend work carried out in the Provision.

5 LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

1. Help to manage other staff / students/ work placements where agreed with Line Manager.
2. Liaise between managers/teaching staff and teaching assistants.
3. Hold regular team meetings with managed staff / colleagues.
4. Represent other staff where appropriate at meetings.
5. Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.
6. Any other related duties as they may arise.

6 SPECIFIC RESPONSIBILITIES AT WATERCLIFFE MEADOW

1. To work closely with staff in the SEND Provision to plan quality learning opportunities for pupils
2. To work closely with staff in the SEND Provision to plan high-quality outdoor learning opportunities at all times of the school day
3. To work closely with fellow staff to support the SEND Provision's delivery of planned work for children and families

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety**.**

Person Specification

MINIMUM REQUIREMENT	Essential (E) Desirable (D)	METHOD OF ASSESSMENT
Skills/Knowledge		
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 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 or healthcare setting	E	Application form / Interview
5 GCSEs with a minimum of grade C or above in English and Mathematics, or equivalent qualifications or relevant experience HLTA Status (or equivalent)	E E	Application form / Certificates / Interview
Experience in planning/assessment/delivering activities	E / D	Application form / Interview
Be trained in Read Write Inc/phonics	D	Application/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. CVs 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 to 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.