

Archdale School

Application information

**LEVEL 1 TEACHING ASSISTANT POSTS**

**PERMANENT – to start as soon as possible**

**Monday to Friday 8.35am to 3.35pm**

**£25,583 to £25,988 pro rata - £13.38 to £13.59 per hour**

**£19,625 to £20,386**

Are you keen to take on a new challenge, and have a ‘positive can do attitude’ which will enhance our happy team? Archdale School is a school which educates and cares for primary aged pupils who have a range of learning difficulties and disabilities including Autism. We are looking for teaching assistants who are up for working in a challenging, forward thinking school.

* Are you calm and patient?
* Are you passionate about working with children who have learning difficulties and autism?
* Are you committed to supporting children’s needs when their behaviour challenges us?
* Do you want to make a real difference to the lives of children and their families?
* Do you want to work in a school where ‘pupils come first’ and are taught and cared for as the individuals they are?
* Do you have high standards and expectations?

If you answered yes to the above questions, then you might be the teaching assistant we are looking for and we might be the right school for you.

**We can offer:**

* Wonderful children who we learn from every day
* Supportive parents who have a strong sense of community
* A professional, committed and friendly staff team
* A strong positive ethos and a school where everyone is valued and treated with respect
* The opportunity to undertake a range of professional development opportunities
* An employee assistance programme and wellbeing committee
* A committed and dedicated leadership team and Governing Body

Contents:

Job Description

Person Specification

How to Apply



How to Apply

Thank you for considering joining Archdale School. If you feel you are the person we are looking for, please complete our application form, ensuring that all parts are completed. Please also ensure that you complete your personal statement and why you think you are suitable for this role.

Applications should be received by **9am, Thursday 23rd October 2025**

Interviews will be hold on **Tuesday, 4th November**

Applications should be emailed to the school business manager, Rae McGuire – [recruitment@archdale.sheffield.sch.uk](mailto:recruitment@archdale.sheffield.sch.uk)

Good luck with your application



|  |  |
| --- | --- |
|  | **JOB DESCRIPTION** |
| **CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO** | 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 |
| **SCHOOL** |  |
| **POST TITLE** | **TEACHING ASSISTANT – LEVEL 1** |
| **ROLE PROFILE** | **LD 2** |
| **TOOLKIT JOB REF NUMBER** | **ToolkitJD13a** |
| **GRADE** | **3 (inclusive of JWCs) Special School** |
| **RESPONSIBLE TO** | **Line Manager as defined in staffing structure** |
| **RESPONSIBLE FOR** | **As defined in staffing structure** |
| **HOLIDAY AND SICKNESS COVER** |  |
| **PURPOSE OF JOB** | **TO WORK UNDER THE DIRECT INSTRUCTION OF TEACHING/SENIOR STAFF, USUALLY IN THE CLASSROOM WITH THE TEACHER, TO SUPPORT ACCESS TO LEARNING FOR PUPILS AND PROVIDE GENERAL SUPPORT TO THE TEACHER IN THE MANAGEMENT OF PUPILS AND THE CLASSROOM** |
| **RELEVANT QUALIFICATIONS AND EXPERIENCE** | **GOOD LITERACY/NUMERACY SKILLS**  **COMPLETION OF DfE TEACHER ASSISTANT INDUCTION PROGRAMME**  **PARTICIPATION IN DEVELOPMENT AND TRAINING OPPORTUNITIES** |

|  |
| --- |
| **JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT – LEVEL 1** |
|  |
| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

##### The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council 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

|  |
| --- |
| SUPPORT FOR PUPILS |
| 1. Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters 2. Supervise and support pupils ensuring their safety and access to learning 3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs 4. Promote the inclusion and acceptance of all pupils 5. Encourage pupils to interact with others and engage in activities led by the teacher 6. Encourage pupils to act independently as appropriate |
| SUPPORT FOR THE TEACHER |
| 1. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work 2. Be aware of pupil problems/progress/achievements and report to the teacher as agreed 3. Undertake pupil record keeping as requested 4. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate 5. Gather/report information from/to parents/carers as directed 6. Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc. |
| SUPPORT FOR THE CURRICULUM |
| 1. Support pupils to understand instructions 2. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher 3. Support pupils in using basic ICT as directed 4. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use |
| SUPPORT FOR THE SCHOOL |
| 1. 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 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. Appreciate and support the role of other professionals 5. Attend relevant meetings as required 6. Participate in training and other learning activities and performance development as required 7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes 8. Accompany teaching staff and pupils on visits, trips and out of school activities as required 9. Any other related duties as they may arise. |

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 (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.