



# Level 2 Teaching Assistant Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

**Lee Barber**  
CEO



# About INOVA Multi-Academy Trust

## Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

### **Our Vision:**

Transforming lives through the power of learning.

### **Our Mission:**

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

### **Our Values:**

Innovation : Collaboration : Excellence



## **Our Values**

### **Innovation**

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



### **Collaboration**

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



### **Excellence**

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

One of our primary schools is graded Ofsted 'Outstanding' and all others are graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## **Central Services**

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

# The Role

Hallam Primary School are seeking to appoint a permanent Level 2 Teaching Assistant to start in September 2026. The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils and have a good understanding of school improvement.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Application forms and further information regarding the role (including a job description) can be obtained at: [www.hallam.sheffield.sch.uk](http://www.hallam.sheffield.sch.uk) where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites.

Completed applications should be returned to: [smcjoin@hallam.sheffield.sch.uk](mailto:smcjoin@hallam.sheffield.sch.uk). Please do not use the Local Authority application form.

Hallam Primary School is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role. References for shortlisted candidates will be requested before the interview.

Salary Range	Grade 3, £25,583 – £25,989 pro rata (Actual Salary £20,071)
Hours of Work	Monday – Friday 8.15am– 3.30pm 39 weeks per year
Responsible To	Headteacher
Responsible For	Working under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area
Benefits	Local Government Pension Scheme. Salary Sacrifice Car Scheme. Cycle to Work Scheme. Discounted membership for Westfield Health. Occupational Health. Wellbeing Programme. Continuous CPD and Training.

# Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Academy Trust 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

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

# Responsibilities

## SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Any other related duties as 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 INOVA Multi-Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Fluency Duty:

The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post

# The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	<ul style="list-style-type: none"><li>• General understanding of national curriculum and other basic learning programmes/techniques</li><li>• Understanding of how to support English/Mathematics programmes, record achievements and progress and providing appropriate feedback to the teacher</li><li>• Basic understanding of child development and learning</li><li>• Promote good pupil behaviour and deal promptly with conflict and incidents</li><li>• Excellent command of Literacy and Numeracy</li><li>• Have high expectations of progress and behaviour</li><li>• Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities</li><li>• Good organizational and time management skills</li><li>• Good communication skills</li><li>• Ability to relate well to children</li><li>• Ability to use a range of teaching approaches and strategies that enthuse, motivate and actively engage learner</li></ul>
Qualifications and Experience	<ul style="list-style-type: none"><li>• NVQ level 2 or higher in English and Maths</li><li>• NVQ level 2 for Teaching Assistants or equivalent qualification</li><li>• Previous experience in a similar role preferred</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Positive and enthusiastic</li><li>• Caring</li><li>• Team player</li><li>• High expectations of themselves and others</li><li>• Commitment to safeguarding children</li><li>• Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection</li><li>• The ability to establish good professional relationships with parents, children, governors and colleagues</li></ul>

# How to Apply

**The closing date for applications is 9am 3rd July 2026**

**Interviews will be 6th July 2026**

Visits to the school are warmly welcomed, please contact the main school office on 0114 2304430 or email at [smcgloin@hallam.sheffield.sch.uk](mailto:smcgloin@hallam.sheffield.sch.uk) to make arrangements to visit on 2nd July at 4pm

Application forms and further information regarding the role (including a job description) can be obtained at: <https://www.hallamprimaryschool.co.uk/job-vacancies/>

Completed applications should be returned to: [smcgloin@hallam.sheffield.sch.uk](mailto:smcgloin@hallam.sheffield.sch.uk)

Please only use the INOVA application form.

## Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

## Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

## Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure

**Policies:** Our approach to safeguarding and school safeguarding policies can be found on the Trust website:[Safeguarding | INOVA Multi-Academy Trust](#)

## **Equality and Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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