Recruitment Pack
Level 2 Teaching Assistant
Beck Primary School



Welcome from the Headteacher

Dear Applicant,

Thank you for taking the time to find out more about the Level 2 Teaching Assistant role here at Beck.

I feel incredibly privileged to be the Headteacher of this school. Beck is a huge, busy, diverse and genuinely lovely place to work. We call ourselves ‘The Big School with the Big Heart’, and it really does sum us up. Our children are brilliant, our staff care enormously about them and there is a warmth to the school that I hope you will feel as soon as you walk through the door.

Being a big school also means that there is a lot going on. Every day, our children benefit from the dedication, care and support of a wide range of staff working together to help them learn, thrive and succeed. The role of a Level 2 Teaching Assistant is a vital part of that, helping to ensure that every child receives the support and encouragement they need to achieve their best.

I am looking for much more than someone who can support learning in the classroom. Our Level 2 Teaching Assistants play an important role in the life of the school, building positive relationships with children, supporting their learning and wellbeing, and helping to create a calm, nurturing and purposeful environment in which they can flourish.

You will need to be caring, adaptable and highly organised. You will understand the importance of working closely with teachers and colleagues to support pupils effectively, and be able to respond positively to the different needs of children throughout the school day. Just as importantly, I want someone who notices what children need, shows initiative, solves problems and is prepared to go the extra mile to help pupils succeed.

You won't be working alone. You will have support from me, the team at Beck and colleagues across Cascade. We work collaboratively and value the contribution every member of staff makes to our school community. The best teams support each other, challenge each other and make each other better, and our Teaching Assistants are an integral part of that team.

The culture of our school matters enormously to me. We work hard and have high expectations, but I also want Beck to be somewhere people enjoy coming to work. I value honesty, humour, common sense and people who are prepared to get stuck in. I want our new Level 2 Teaching Assistant to be very much part of that.

This is an important role in a large and complex school, but it is also a role with real scope to make a difference. You will have the opportunity to support children's learning and development, work alongside experienced colleagues, develop your own skills and play a genuine part in helping Beck continue to thrive.

If you are thinking about applying, I would really encourage you to come and see us. Meet the team, walk around the school, ask questions and get a feel for the school. You will get a much better sense of Beck by spending some time here than I could ever give you in a recruitment pack.

And if you leave thinking, ‘I could really see myself being part of this’, then I very much hope you apply.

Miss Jenny Birks



Welcome from the CEO

Dear Applicant,

I am delighted that you are interested in finding out more about the position of Level 2 Teaching Assistant at Beck Primary School, one of our academies within 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.

The Level 2 Teaching Assistant position at Beck Primary School offers the successful applicant an exciting opportunity to join a dedicated and supportive team, working within a wider organisation where collaboration and partnership working are believed to be the key to success. You will play an important role in supporting children's learning, development and wellbeing, helping to ensure that all pupils are able to achieve their full potential.

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 six primaries situated in Sheffield. Our schools include Beck, Hucklow, Limpsfield, Owler Brook, Sharrow and Whiteways Primaries. All our schools have been graded Good by Ofsted.

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 as supporting staff into 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 Westfield Health, access to The Listening Service and private counselling.

If you would like to know more about us, please visit our website at www.cascademat.co.uk and come have a look round.

Thank you for showing an interest in working with us.



Mrs Sue Bridges
CEO Cascade Multi Academy Trust

Beck at a Glance

"The Big School with the Big Heart"

3-form entry	Age 2-11	684 pupils	100+ staff	55% PP

Large staff team	Extensive site	Integrated resource	Part of a 6-school Trust



Beck Primary School
Level 2 Teaching Assistant

Fixed-term Post:	31st December 2027
Start Date:	As soon as possible
Hours/weeks:	32.5 hours per week, 39 weeks per year
Salary:	Grade 3, Scale Point 5-6, £26,427 - £26,847
Actual Salary:	£19,966 - £20,740

Beck Primary School and Cascade Multi Academy Trust are seeking to appoint a caring, dedicated and enthusiastic **Level 2 Teaching Assistant** to join our team.

This is an exciting opportunity to work in a large, diverse primary school where every child is valued and supported to achieve their best. You will work closely with teachers and other staff to support pupils' learning, development and wellbeing, helping to create a positive and inclusive learning environment.

We are looking for someone who:

- Has experience working with primary-aged children
- Builds positive relationships with pupils, staff and families
- Is passionate about supporting children's learning and development
- Has high expectations for all children, including those with additional needs
- Can work effectively as part of a team and use their own initiative
- Is patient, caring and committed to helping children succeed
- Supports the school's values and contributes positively to school life

As a Level 2 Teaching Assistant, you will:

- Support teaching and learning in the classroom and with small groups of pupils
- Help pupils to access learning and make progress
- Provide targeted support for children with additional needs where required
- Promote positive behaviour and pupil wellbeing
- Prepare and organise learning resources
- Work collaboratively with teachers and other professionals to support pupils effectively

What we can offer you:

- A welcoming and supportive staff team
- Friendly, enthusiastic children who are eager to learn
- The opportunity to be part of a successful and ambitious school and trust
- High-quality professional development and opportunities for career progression
- Collaboration and professional learning across Cascade Multi Academy Trust
- A culture where professional dialogue, challenge and new ideas are welcomed
- A strong commitment to staff wellbeing and sustainable workload
- Employee benefits including Westfield Health, The Listening Service and Cycle to Work

Visits to Beck are warmly encouraged. We would love you to come and meet our children and staff, see the school in action and find out more about the role.

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, 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 school, please contact via email at recruitment@beckprimary.co.uk

You can download the word version of the application form from Cascade's website www.cascademat.co.uk
or alternatively an application form can be obtained by e-mailing recruitment@beckprimary.co.uk

Please do not use Sheffield City Council application form

Closing Date: Friday 13th November – 8am
Interview Date: w/c 16th November 2026

Your completed application should be emailed to recruitment@beckprimary.co.uk

About Cascade Multi Academy Trust

Collaboration, challenge and support

Beck Primary School is proud to be part of **Cascade Multi Academy Trust**, a family of six primary schools across Sheffield: Beck, Hucklow, Limpsfield, Owler Brook, Sharrow and Whiteways.

Our Trust is built on collaboration, challenge and support, with a shared commitment to achieving the best possible outcomes for the children and communities we serve. Each of our schools has its own identity and character, while benefiting from the expertise, opportunities and support that come from working together.

Across Cascade, we believe strongly in developing our people. Staff have opportunities to work alongside colleagues across the Trust, share expertise, learn from each other and access high-quality professional development. We have a strong track record of supporting colleagues to develop their careers and progress into leadership.

For our new Level 2 Teaching Assistant, being part of Cascade means the opportunity not only to make a significant contribution at Beck, but also to **work, learn and collaborate with others across six schools**.

CASCADE MULTI ACADEMY TRUST JOB DESCRIPTION

Children & Young People's Doctorate	Cascade Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.
School	Beck Primary School
Post Title	TEACHING ASSISTANT LEVEL 2
Role Profile	LD2.5
Job Number	SCH/TL/LD/002
Grade	3
Responsible to	HEADTEACHER
Responsible for	NOT APPLICABLE
Job Purpose	To work 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.
Relevant Qualifications	▪ High level of literacy/numeracy skills ▪ Completion of DFE's teaching assistant induction programme ▪ NVQ 2 for teaching assistants or equivalent qualifications/ experience ▪ Training in the relevant learning strategies e.g. Literacy

JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT – LEVEL 2

SPECIFIC DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

1. Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with pupils and interact with them according 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. Set challenging expectations and promote self-esteem and independence

7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
2. Assist with the display of pupils' work
3. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
4. Assist with the planning of learning activities
5. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
6. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
7. 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
8. Establish constructive relationships with parents/carers
9. Administer routine tests, invigilate exams and undertake routine marking of pupils' work
10. Provide clerical/admin. support e.g. photocopying, preparing resources etc.

SUPPORT FOR THE CURRICULUM

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses and ability
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. 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

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 diversity 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 and participate in 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 lunchtime
8. Accompany teaching staff and pupils on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher
9. Any other related duties that 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 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.

ISSUE DATE: March 2022

Person Specification

We are looking for an enthusiastic and dedicated Level 2 Teaching Assistant who shares our ambition for every child at Beck to thrive and succeed. The successful candidate will be able to demonstrate the positive impact they have had on children's learning, wellbeing and development through their work in schools.

Candidates will be assessed against the following criteria through their application, selection activities, interview and references.

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
Qualifications and experience
Candidates should have:
Good Literacy & Numeracy skills
NVQ 2 for Teaching Assistant or equivalent qualification or experience
Training in relevant learning strategies e.g. Literacy, Numeracy
CPD/training as appropriate
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
Ability to create & maintain an encouraging learning environment
Possess an enthusiasm & commitment towards SEN
Commitment to continuing professional development
Approachable, courteous and able to present a positive image of the school to all stakeholders
Commitment to the Trust Equal Opportunities & all other Trust policies

Skills
Candidates should be able to:
Support the vision for the school/Trust
Demonstrate active listening skills
Be able to work with the Teacher and other staff to identify suitable learning activities and deliver these for whole classes of pupils
Be able to relate positively with children, motivate, inspire and have high expectations of all pupils
Support pupils in their learning and assist them in subjects they find challenging
Be able to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
Understand child development and learning processes
Develop their knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies
Be able to use ICT effectively to support learning including Interactive whiteboard and other equipment technology
Consistently improve own practice/knowledge through self-evaluation and learning from others
Professional knowledge and understanding
Candidates should:
Demonstrate an understanding of classroom roles and responsibilities and the role of the TA within these
Have an understanding of specialist SEN approaches
Have the ability to execute small group work in line with the teacher's planning
Demonstrate their understanding and maintain confidentiality
Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding
Candidates should have:
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 at 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 or 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 an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

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@beckprimary.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