



**Steel City**  
Schools Partnership

Recruitment  
information for the  
position of

## **Level 2 Teaching Assistant**

**Positions available at:  
Brook House Junior, Fox Hill Primary,  
Lound Infant, Mansel Primary,  
Monteney Primary,  
Windmill Hill Primary**

Dear Applicant

Thank you for your interest in a career at Steel City Schools Partnership.

Steel City Schools Partnership is a growing Multi Academy Trust. There are currently 9 primary academies in the Trust with Bankwood Primary due to join us in Spring 2023.

We are also excited that in the government announcement in December 2022, Windmill Hill Primary has been named as a school that will either be rebuilt or refurbished as part of the Schools Rebuilding Programme.

SCSP has a proven track record of securing transformational change and sustainable school improvement. Our vision is to provide high quality education and deliver the best outcomes for young people within an ethos based on our vision and underpinning aims:

**To provide an excellent education for all.**

**Achieving Excellence   Sustaining Excellence   Sharing Excellence**

Our success is due to our biggest and most valuable asset – our staff team. We have a number of positions available across our academies and we are looking for enthusiastic and dedicated individuals to work with us.

SCSP can offer you

- Guidance of a supportive and experienced leadership team who invest in the development of their teams and the Trust
- Free on-site parking
- Access to healthcare and wellbeing services
- Encouragement of further and continued professional development
- Local Government Pension Scheme

An application form and job description for each of the positions available can be accessed via our website:

**<https://www.scsp.org.uk/vacancies/>**

Here is some information about the academies, the positions available, and contact information:

### **Brook House Junior**

### **Vacancies: Yes**

Brook House Junior, is a rapidly improving school (Good – November 2019) in the west of the city serving the Beighton area. The school serves a close knit community and has wonderful external grounds, backing onto the Rother Valley Park. Brook House joined SCSP in April 2021 and in that time has made rapid improvements.

Pupils enter Brook House Junior almost entirely from Beighton Nursery Infant School which is next door to Brook House Juniors. The school has strong links with the Infant School. Brook House works closely with its feeder secondary, Westfield as well as with other local and regional schools.

The school is vibrant and happy, led by a team of hard working, experienced and committed staff.

**Headteacher – Jack Huckstepp**

**Office Manager – Jodie Martin**

**Tel: 0114 248 7754**

### **Fox Hill**

### **Vacancies: Yes**

Fox Hill is a vibrant and exciting academy in which to work and, with the additional Integrated Resource for 21 pupils, it serves a diverse community. Having moved into our new building (April 2015) we are excited about the next stage in our learning journey having made huge steps with pupil outcomes over the past years, whilst recognising there is still more to do. Ofsted in July 2019 deemed Fox Hill to be a 'Good' school for the second inspection in a row.

Fox Hill works closely with the local secondary school and is a targeted English Hub (Whiston Worrygoose) network school for early reading and phonics.

**Headteacher – Annali Crawford    Office Manager – Toni Jenkinson    Tel: 0114 231 3469**

### **Greenhill**

**Vacancies: None currently**

Greenhill Primary is a good school (Ofsted – July 2022) serving the Greenhill village community in the south of the city. Since joining SCSP in February 2018, the school has made progress towards raising the outcomes and progress for the pupils. A new leadership team started in September 2019. SCSP are delighted that an IR for 12 children with SEMH/ASD has opened on site with a nursery provision due to be opened April 2023.

**Headteacher – Scott Ellin    Business Support Manager – Carla Weaving    Tel: 0114 237 7020**

### **Lound Infant and Lound Junior**

**Vacancies: Yes**

Operating on 2 sites, Lound Infant and Lound Junior, formally Lound Academy Trust, are the most recent schools to have joined SCSP in September 2021. Both schools are Good (Infant Nov 2022 and Junior September 2022) and serve the Burncross / Chapeltown area. Lound works closely with the other SCSP and locality schools in the north of the city as well as with its feeder secondary Ecclesfield.

Lound's philosophy is based on giving every child the opportunity to succeed academically and socially; ensuring they achieve as highly as possible. We believe that every child has potential. Through a high standard of teaching, in a caring environment where children benefit from positive attitudes and high expectations, we aim to ensure that every child's potential is reached.

**Headteacher – Emma Bellamy    Office Manager – Sam McCarthy    Tel: 0114 246 2181**

### **Mansel**

**Vacancies: Yes**

Mansel is an effective school (Ofsted Good- January 2017) in the north of the city serving the Parson Cross estate. Approximately 62% of the pupils are deemed to be disadvantaged yet despite this challenge, has recorded very strong outcomes. The school has benefited from strong leadership and governance. Mansel works closely with the neighbouring secondary school and is a targeted English Hub (Whiston Worrygoose) network school for early reading and phonics.

Mansel is more than just a school, it is a hub for the community we serve and is a place where our children and families come first. Every day we strive to make a positive difference in the lives of the children we serve. We offer a warm welcome, acceptance and love whilst providing our children with the highest standards of education to prepare them for an amazing future.

We are extremely proud of our most recent set of academic results. Our KS2 outcomes were really something to celebrate as we exceeded the national expectations! We also had much to celebrate in Foundation Stage and KS1 as well with many results in line with or above national expectations.

**Headteacher – Emily Matthews    Office Manager – Tammy Mosley    Tel: 0114 232 1278**

### **Monteney**

**Vacancies: Yes**

Monteney (Ofsted Good – March 2020) is a National Support School serving the north of the city and the Parson Cross and Shiregreen estates. Approximately 28% of the pupils are deemed to be disadvantaged and the school is oversubscribed every year. The school has a track record of Innovation and Leadership development. Monteney works closely with a range of external partners including the feeder secondary school, as well as Learners First and Learn Sheffield.

Monteney is a creative, collaborative and inclusive school which aims to inspire and encourage every child to be the best that they can be. We pride ourselves in delivering an exciting and creative curriculum and providing high quality learning and pastoral support for our children as well as offering excellent CPD opportunities for all our staff. We have a supportive, innovative, friendly and well-motivated staff team who work collaboratively to develop practice and share ideas.

We are excited about how our focus on the development of our Monteney curriculum has started to further improve pupil outcomes and engagement in learning. Our children are enthusiastic with

positive attitudes to learning and they all strive to be "Monteney Learners" encouraged by our Monteney values. This was recognised in our last Ofsted inspection (March 2020).

**Principal – Clare Hayes      Business Support Manager – Lynzie Houston      Tel: 0114 246 7916**

### **Windmill Hill**

**Vacancies: Yes**

Windmill Hill Primary (Ofsted Good – July 2022) joined SCSP in February 2018 after a period of time working in conjunction with the CEO. Windmill Hill serves the Burncross / Chapeltown area in north Sheffield. The school has made an application to reduce pupil numbers (30) due to a fall in the local birth rate. This is due to take effect from September 2023. Staff work together to provide a welcoming and inclusive environment so that all pupils can achieve their full potential.

**Headteacher – Simon Plant      Office Manager – Kay Lindley      Tel: 0114 246 8550**

### **Woodseats**

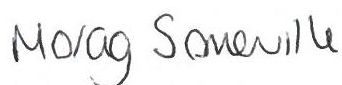
**Vacancies: None currently**

Woodseats Primary (Ofsted Good – November 2016) joined SCSP in September 2019 after a period of collaboration with Greenhill Primary. The school is housed within a Victorian building, and is based in the south of the city on the Chesterfield Road (A61). The school has approximately 33% of the pupils deemed to be disadvantaged yet recorded results in 2019 that were in line with or above national in all key stages.

**Headteacher – Jack Fellowes      Business Manager – Clair Morton      Tel: 0114 255 4619**

These are exciting and rewarding roles and I look forward to receiving your application.

Yours faithfully



Morag Somerville  
Chief Officer Operations



**The Trustees of Steel City Schools Partnership are looking to recruit a number of skilled and inspirational practitioners as soon as possible to complement the educational support staff teams.**

**There are both permanent and temporary positions available; and full-time and part-time. The part-time position is at Windmill Hill.**

**The working pattern is 32.5hrs / 39weeks for the full time positions,  
and 13hrs (2 days) / 39 weeks for the part-time position.**

*Grade 3, £21,575 - £21,968, Actual salary, £16,210 - £16,505 (part-time position £6,484 - £6,602)*

**Role Expectations:**

To work with an existing team of Teaching Assistants led by the Inclusion Lead / Leadership Team, to implement work programmes with individuals / groups, in or out of the classroom.

**Relevant Qualifications:**

- Good literacy/numeracy skills
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience

The successful applicant must have the ability to work as an effective team member, be well organised, and have the ability to communicate with children and adults in a constructive and effective way.

We are looking for individuals who are lively and enthusiastic and who have the following philosophy:

- Committed to excellence within their work in school and across the partnership
- Committed to child centred education

**Application Information:**

For further information and / or to arrange a visit please contact:

**Brook House Junior – 0114 248 7754**

**Fox Hill - 0114 231 3469**

**Lound – 014 246 2181**

**Mansel – 0114 232 1278**

**Monteney – 0114 246 7916**

**Windmill Hill – 0114 246 8550**

Please download an application form from  
[www.steel-city-schools-partnership.org](http://www.steel-city-schools-partnership.org)

**Achieving Excellence – Sustaining Excellence – Sharing Excellence**

**Completed application forms should be emailed to  
[jobs@steel-city-schools-partnership.org](mailto:jobs@steel-city-schools-partnership.org)**

**Please state clearly on your application form which school you are interested in.**

**Closing date: 30. 01.2023  
Interview Date: Week commencing 06.02.2023**

**We expect the successful candidate to work within our collaborative spirit and ethos, by building on the successes of the individual schools by working in conjunction with others to raise standards and enhance the outcomes for the pupils, families and communities we serve.**

**We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.**

**We value our diverse workforce and aim to work together to make the most of our differences.  
We welcome applications from everyone.**

**Achieving Excellence – Sustaining Excellence – Sharing Excellence**

*Steel City Schools Partnership is an exempt charity regulated by the Secretary of State of Education. It is a company limited by guarantee registered in England and Wales (company number 8356745), whose registered office is at Montenev Primary, Montenev Crescent, Sheffield, S5 9DN.*

## **JOB DESCRIPTION FOR POST OF LEVEL 2 TEACHING ASSISTANT**

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

<b>POST TITLE</b>	<b>TEACHING ASSISTANT - LEVEL 2</b>
<b>GRADE</b>	<b>3</b>
<b>RESPONSIBLE TO</b>	<b>HEADTEACHER / PRINCIPAL</b>
<b>PURPOSE OF JOB</b>	<p>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.</p> <p>Work may be carried out in the classroom or outside the main teaching area</p>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good literacy/numeracy skills</li> <li>• NVQ 2 for teaching assistants or equivalent qualifications or experience</li> <li>• Training in the relevant learning strategies e.g. literacy</li> <li>• First aid training/training as appropriate</li> </ul>

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **SUPPORT FOR PUPILS**

1. Supervise and provide particular support for pupils, including those with special 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 and demanding 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 and assist with the display of pupils' work
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
6. 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
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## **SUPPORT FOR THE CURRICULUM**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. 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
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 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 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, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
9. Any other related duties as may arise.

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