

Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

**Level 3 Cover
Supervisor
Temporary
until 31/08/2025
32.5 hours per week**

Application Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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Age 7-9

KING'S HOSPITAL

ALL
GOT BACK UP AGAIN

Welcome to Tipton School Academy Trust (TSAT) and thank you for your interest in joining our organisation. I am the new Chief Executive Officer and I feel incredibly proud to lead to such a wonderfully diverse group of schools, who have people at their heart. We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ over 900 staff and those people are incredibly important to us. One of our key strategic priorities is to make TSAT a 'great place to work' and we are working hard to achieve that. If you work with us, you will receive best-in-class talent management opportunities, to develop yourself and open doors to a wealth of career opportunities within (and outside of) our trust.

We are mindful the workload challenge currently facing the sector, so are focused on reducing workload and creating conditions where our colleagues have fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and creating aligned curricula and assessments, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a multi-academy trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where excellence, innovation and collaboration thrive, you will find a like-minded group of people at TSAT.

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

Lee Barber
CEO



About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

Our Vision : To realise the life chances and dreams of every child.

Our Mission : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](http://TSAT - Home (taptonttrust.org.uk))

Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

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

Each of our primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

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
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

We are seeking to appoint a Level 3 Teaching Assistant (Cover) on a temporary full-time contract starting January 2025.

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.hillsborough.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: enquiries@hillsborough.sheffield.sch.uk.
Please do not use the Local Authority application form.

Hillsborough 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 4 SCP 7 – 12 (FTE £24,294 – £26,421) Actual salary £18,354.69 - £19,961.69
Hours of Work	32.5 hours per week, 39 weeks per year. 8.30am to 3.30pm Monday to Friday
Responsible To:	Headteacher
Responsible For:	Supervision of whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including the implementation of work programmes, managing pupil behaviour and assisting pupil in relevant activities.
Benefits:	<ul style="list-style-type: none">• 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 Tapton School 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

Whilst the main focus of this role will be the provision of cover for absent teachers and supporting pupil learning predominantly in KS2 classes, the jobholder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

1. SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of Individual Education Plans
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
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 in relation to progress and achievement

2. SUPPORT FOR THE TEACHER

1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of pupils' work and accurately record achievement/progress
7. Promote positive values, attitudes and 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. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

3. SUPPORT FOR THE CURRICULUM

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources

4. 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. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of pupils' out of school hours learning activities
10. Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge:

ESSENTIAL

- Competent use of ICT packages
- Understand the principles of the teaching and learning process
- Ability to work on own initiative with minimum of supervision
- Ability to relate well to children and young people, be an effective role model and motivate students to achieve success
- Ability to raise standards of attainment and aspiration
- Professional manner at all times
- Excellent interpersonal and organisational skills
- Strong numeracy and literacy skills
- Excellent communication skills, both verbal and written
- Knowledge of the national curriculum and other relevant learning strategies/programmes of study
- Ability to work well as part of a team
- High level of organisational skills
- An ability to develop good working relationships with parents and visitors to the school
- Ability to promote a positive image of the school

DESIRABLE

- Awareness of data protection and confidentiality procedures
- Commitment to the school's safeguarding procedures
- Commitment to equality of opportunity
- Desire to support other colleagues within and beyond the school and its school partnerships
- Knowledge of school systems, e.g. SIMs

METHOD OF ASSESSMENT

- Contents of the Application Form
- Interview
- Professional references

Experience:

ESSENTIAL

- Experience of working with pupils learning difficulties
- Good communication skills, both verbal and written
- Basic ICT Skills and using a range of software for teaching and learning
- Ability to work as part of a team, as well as on own initiative
- Ability to work under pressure and meet deadlines
- Good negotiation skills

DESIRABLE

- Working with agencies who support school

METHOD OF ASSESSMENT

- Contents of the Application Form
- Interview
- Professional references

<p>Education, Training and Qualifications:</p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • A minimum of 5 GCSE's to include English & Maths at Grade C • Evidence of in-service training • Relevant previous experience <p>DESIRABLE</p> <ul style="list-style-type: none"> • IT qualification • Understanding of health and safety issues and good practice • EYFS experience <p>METHOD OF ASSESSMENT</p> <ul style="list-style-type: none"> • Production of the applicant's certificates
<p>Personal Qualities:</p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • A proven record high level of attendance; honest; able to work effectively with little supervision and polite and courteous to all at School • Willingness to be flexible with working hours to respond to the needs of the school • Ability to remain calm under pressure and have a sense of humour • Motivation to work with children and young people. • To work and communicate effectively with colleagues in school • To demonstrate empathy, communication, listening and interpersonal skills when dealing with children, colleagues and parents/carers <p>DESIRABLE</p> <ul style="list-style-type: none"> • To identify and liaise with appropriate resources and agencies of support • To demonstrate good administrative skills including report writing <p>METHOD OF ASSESSMENT</p> <ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
<p>Work Related Circumstances (including working conditions)</p>	<ul style="list-style-type: none"> • The role will be based at Hillsborough Primary School • We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

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.



How to apply

Applications for this role are via the TES and Sheffield City Council websites (**please do not use a Local Authority application form – we do not accept this form**). If you require a paper copy of the application form please contact us at enquiries@hillsborough.sheffield.sch.uk.

The closing date for applications is **Tuesday 3rd December 2024**, shortlisting will be on Thursday 5th December 2024 and interviews will be held **Wednesday 11th December 2024**.

Completed applications should be returned to: enquiries@hillsborough.sheffield.sch.uk.

Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all 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 services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening

Please note: Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

Equality & 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. [Click Here](#) to access TSAT`s Equality and Diversity Statement.

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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