



Information Pack
Level 3 Teaching Assistant
Beck Primary School
(Permanent and Temporary Post
available)





Welcome from the CEO

Dear Applicant

I am delighted that you are interested in finding out more about the position of Assistant Headteacher 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 Assistant Headteacher position at Beck Primary School offers the successful applicant an exciting opportunity to join the leadership team at the school, working within a wider organisation where collaboration and partnership working are believed to be the key to success.

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, Limsfield Owlter 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 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.

Sue Bridges
CEO Cascade Multi Academy Trust



Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

Our Principles

In our schools we will ensure: -

An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

Our Schools



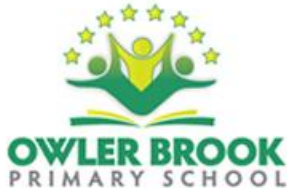
Beck Primary School is a big school with big heart and big ambitions! It is committed to giving every child exceptional, memorable experiences and helping them develop the skills and knowledge they need for later life. Beck benefits from extensive outdoor space, including a large field used for sports, playtimes, and 'Muddy Mondays' for nursery children. Multiple playgrounds and two secure quadrangles provide outdoor learning areas, including a garden where children grow vegetables. The staff team is dedicated to providing the best possible education, with each class supported by both a teacher and a teaching assistant, alongside additional specialist staff who work with children with special educational needs and disabilities (SEND).



Hucklow Primary School is a warm and welcoming primary school known for its diverse community and caring ethos. The school offers an engaging, meaningful curriculum designed to spark curiosity and help every child reach their full potential, with a clear vision that ensures pupils feel safe, happy, and proud as they learn and grow. As part of Cascade Multi Academy Trust, Hucklow provides high-quality teaching, strong safeguarding, and inclusive support for pupils aged 2 to 11, including specialist provision for speech, language, communication needs and autism.



Limpsfield Junior School is a welcoming and inclusive school committed to helping every child reach their full potential through high expectations, strong relationships, and a nurturing environment. The school's vision emphasises positive relationships, diversity, and inspiring children to become confident, inquisitive lifelong learners. With a "Good" Ofsted rating and solid academic outcomes Limpsfield combines high-quality teaching with a broad range of opportunities such as forest school, sports, arts, and enrichment clubs.



Owler Brook Primary School is a welcoming and nurturing school at the heart of the Sheffield community. The school is committed to providing a high-quality education through a broad, rich and balanced curriculum that inspires curiosity and supports every child to thrive. Its caring ethos is reflected in strong relationships with families, regular communication, and a positive, inclusive environment where children feel safe and supported. With nursery provision, dedicated staff, and a focus on developing essential skills and confidence, Owler Brook ensures pupils are well-prepared for the next stage of their learning and for life beyond the classroom.



Sharrow Primary School is a highly inclusive and diverse school welcoming children and families from a wide range of cultural and linguistic backgrounds, with around 40 languages spoken across the community. As a two-form-entry school with strong nursery provision and an on-site Children's Centre, Sharrow supports children from as young as three months through to Year 6, offering flexible childcare, wrap-around provision, and free healthy breakfasts through its Magic Breakfast partnership to ensure pupils start the day ready to learn. Known for its warm ethos, broad curriculum, and commitment to celebrating difference, the school provides a nurturing environment where children feel safe, included, and empowered to thrive academically and personally.



Whiteways Primary School is a vibrant and inclusive community where every child is valued and supported to reach their full potential. The school offers an engaging, interest-led curriculum that nurtures creativity, celebrates diversity, and promotes lifelong learning, creating a safe and positive environment where children feel happy and confident. Parents and inspectors highlight its strong nurturing ethos and positive staff-pupil relationships, with Ofsted noting that children feel safe and proud to attend. Whiteways works closely with families, embraces differences, and prepares pupils to make a positive contribution both within school and in the wider community.

Welcome from the Headteacher



Dear Applicant

Thank you very much for considering a Teaching Assistant post here at Beck Primary School. I am delighted, as headteacher, to be able to introduce this post to school and enclose details and an application form for the post.

Our Vision begins with the statement 'Beck: A Big School with a Big Heart'.

What does this mean?

- ♥ Beck is built on love: love for learning, love for our community and love and respect for each other.
- ♥ Beck is filled with fun and laughter. We aim to give our children a place where they feel safe and welcomed and we also aim for this for all our staff.
- ♥ Beck cares: leaders care about all our children and staff. We care about providing the best learning for our children that we can and ensuring all of our staff have a working environment where they feel valued, developed and purposeful.
- ♥ We are resilient, brave, ambitious and aim high in all we do.

Everyone linked to Beck describes our school as one big family. We take very seriously the trust our families have placed in us, by choosing Beck as their child's primary school. We believe every child achieves more when we work in partnership with our whole staff team and our parents and carers. I am personally committed to ensuring this is a true partnership: views and opinions of all stakeholders are important to me.

This vacancy represents a great opportunity to join a highly ambitious and motivated professional team, which is changing the lives of children in the community it serves.

Beck Primary School's ethos is focussed around a set of core values;

- *Be ambitious: Aim high!*
- *Be enthusiastic!*
- *Be safe!*
- *Be respectful*
- *Be honest!*
- *Be team players!*
- *Have your say!*



To be able to demonstrate these values in everyday life we support children to develop as responsible members of the school community and alongside our PSHE curriculum we provide a clear behaviour policy for children and staff, so that children feel nurtured, but are

also able to meet the high expectations we have of them in a safe and purposeful environment. Staff and children thrive when leaders ensure behaviour systems support excellent behaviour. Our large leadership team are highly visible around school every day. Beck staff are hardworking, have a fantastic sense of humour and are determined to ensure the very best outcomes for the children we serve. Working in our school will be demanding as well as very rewarding.

We focus on providing a broad and rich curriculum which helps children to build their knowledge and gives them memorable learning experiences and the key skills they need to succeed in today's world. We encourage learning outside the classroom both in our school grounds and by enriching the curriculum with educational visits to give children a hook for learning. Our drive for excellence is particularly evident within our specialist music provision. Every child at Beck has the chance to learn to play a brass instrument and access a range of extra-curricular opportunities.

We are passionate about team working and we will provide every opportunity to both share and learn about best practice. To be part of our team, you must truly believe in the power of partnership working. We are committed to the professional development of all our staff and invest in high quality training and support to ensure staff can discover their full potential. We are committed to supporting the wellbeing of every member of the school community and workload for all staff is regularly reviewed.

We had a very successful OFSTED inspection in June 2024 which identified many strengths. We are proud of the opening paragraph:

'Beck Primary is a special and welcoming school where pupils are happy. The school truly lies at the heart of its community. For example, it supports pupils and their families to overcome the challenges faced by the community. The school certainly is 'a big school with a big heart'.'

Beck is part of Cascade Multi Academy Trust, whose driving energy is focused on the highest aspirations for its pupils, parents and staff members. We work hard to ensure that every child receives the very best education from early years to becoming secondary ready.

My job, as Headteacher, is to ensure every member of staff feels a strong sense of belonging here at Beck and to know they are a valued member of the school community, so that they feel safe to take risks and to be themselves. I believe in every member of the team (staff and children) and I want them to believe in themselves: that is when the magic happens!

Should you wish to join us or you want to know more about the school and the post then you are very welcome to join us. If you decide to apply for the post then please ensure that the enclosed application form is fully completed. A CV is not required.

We look forward to hearing from you.

A handwritten signature in black ink that reads "J Birks". The letter 'J' is written in a cursive style with a small loop at the bottom.

Miss Jenny Birks

BECK PRIMARY: Level 3 Teaching Assistant Role

START DATE: 1st September 2026

Beck Primary School and Cascade Multi Academy Trust are seeking to appoint a Level 3 Teaching Assistant. Full or Part time roles are available.

Hours/weeks: 37 hours per week / 39 weeks per year.

1 temporary and 1 permanent post is available.

Salary: Grade 4, scale point range 7 to 12, £26,403 - £28,598 Pro rata (Actual salary £22,710 - £24,598)

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust and at Beck we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

We are looking for candidates who:

- Be able to work effectively within the team to ensure there are high quality and effective learning opportunities for all children
- Have previous experience of working within a Primary School setting
- Have a good understanding of child development
- Work closely within the year group and whole school team
- Be a motivational communicator for children of all abilities ensuring learning is engaging and inclusive
- Have experience of providing a stimulating, fun, engaging and educational environment for all children
- Have experience of a range of interventions and approaches that support children with special educational needs
- Be able to undertake teaching as directed on a 1:1 and small group basis
- Be keen to work in partnership with teachers and as part of a cohesive team
- Be flexible in order to respond to the needs of the children
- Have the ability to build excellent relationships and work positively with children, colleagues, parents and the community

Beck and Cascade can provide the following:

- Excellent opportunities to work with experienced teachers and support staff, within the school and across the Trust.
- A warm and welcoming school environment
- An environment where innovation is welcomed and supported

- A school leadership team that cares about your wellbeing
- Commitment to your ongoing training and career progression
- A career pathway
- Employee Assistance Programme
- Employee benefits including Westfield Health, access to a listening service and Cycle to Work

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 advice, 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. Please **do not** use Sheffield City Council application form

www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing recruitment@beckprimary.co.uk

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

Closing Date: Tuesday 30th June 2026 5pm

Shortlisting: Wednesday 1st July 2026

Interview Date: Monday 6th July 2026



CASCADE MULTI ACADEMY TRUST JOB DESCRIPTION

Cascade 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

SCHOOL	
POST TITLE	SENIOR TEACHING ASSISTANT LEVEL 3
ROLE PROFILE	LD3
JOB NUMBER	SCH/TL/LD/003
GRADE	4
RESPONSIBLE TO	HEADTEACHER
RESPONSIBLE FOR	NOT APPLICABLE
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	SUPERVISION OF WHOLE CLASSES DURING THE SHORT-TERM ABSENCE OF THE CLASS TEACHER UNDER THE GUIDANCE OF TEACHING/SENIOR STAFF, INCLUDING IMPLEMENTATION OF WORK PROGRAMMES, MANAGING PUPIL BEHAVIOUR AND ASSISTING PUPILS IN RELEVANT ACTIVITIES
RELEVANT QUALIFICATIONS	VERY GOOD LITERACY/NUMERACY SKILLS NVQ 3 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE TRAINING IN THE RELEVANT LEARNING STRATEGIES E.G. LITERACY AND/OR IN PARTICULAR CURRICULUM OR LEARNING AREA E.G. BI-LINGUAL, SIGN LANGUAGE, DYSLEXIA, ICT, MATHS, ENGLISH, CACHE ETC. APPROPRIATE FIRST AID TRAINING

JOB DESCRIPTION FOR POST OF:- SENIOR TEACHING ASSISTANT – LEVEL 3

SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust 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, 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 Cascade Multi Academy Trust's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: May 2021

PERSON SPECIFICATION Teaching Assistant Level 3

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

Qualification and experience

Candidates should have:

- | | |
|---|---|
| 1 | NVQ 3 for Teaching Assistant or equivalent qualification or experience |
| 2 | GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level |
| 3 | Recent experience in relevant learning strategies e.g. Literacy, Numeracy |
| 4 | Specialist skills/training in curriculum or learning area e.g. Bilingual, Sign Language, ICT |
| 5 | Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD |

Personal qualities

Candidates should:

- | | |
|---|---|
| 1 | Communicate effectively and develop positive relationships with all pupils and stakeholders |
| 2 | Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with a class teacher and other staff in school |
| 3 | Be decisive, consistent and have a creative approach to problem solving |
| 4 | Be well-presented and have a positive attitude |
| 5 | Flexible and adaptable to changing circumstances/situations |
| 6 | Ability to work effectively as part of a team and contribute to group thinking, planning etc. |
| 7 | Ability to use own initiative and work independently |
| 8 | Ability to work calmly under pressure |

Skills

Candidates should be able to:

- | | |
|---|---|
| 1 | Support the vision for the school/Trust |
| 2 | Ability to work with the Teacher and other staff to identify suitable learning activities and deliver these for whole classes of pupils |
| 3 | Ability to relate positively with children, motivate, inspire and have high expectations of all pupils |
| 4 | Ability to contribute to the recording and assessment of pupil progress/performance etc. |
| 5 | Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment |
| 6 | Good understanding of child development and learning processes |

7	Good working knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies
8	Approachable, courteous and able to present a positive image of the school to all stakeholders
9	Ability to use ICT effectively to support learning including Interactive Whiteboard and other equipment technology
10	Desire and ability to constantly improve own practice/knowledge through self-evaluation and learning from others
Professional knowledge and understanding	
Candidates should:	
1	Demonstrate an understanding of classroom roles and responsibilities and the role of the TA within these
2	Demonstrate their understanding and maintain confidentiality
3	Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding	
Candidates should have:	
1	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>