



# **Steel City**

Schools Partnership

Recruitment  
information for the  
position of

**Level 3 Teaching Assistant**

**Positions available at:  
Fox Hill Primary  
Monteney Primary (EYFS)**

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: None currently**

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: None currently**

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: None currently**

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: None currently**

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 2 skilled and inspirational practitioners as soon as possible to complement the educational support staff teams.**

**The posts are temporary in the first instance due to pupil numbers and to cover a maternity leave, and are 32.5hrs / 39weeks.**

**Grade 4, £22,017 - £24,108, Actual salary £16,542 - £18,113**

**Expectations:**

- To supervise and support pupils to access learning activities and achieve learning goals.
- Lead and support on targeted interventions.
- Manage behaviour promptly in line with the school behaviour policy.
- Staff may also supervise whole classes occasionally during the short-term absence of teachers.

**Relevant Qualifications:**

- Good literacy/numeracy skills
- NVQ 3 for Teaching Assistants or equivalent qualifications or experience

**We are looking for individuals who are:**

- Committed to a child centred philosophy
- Able to work within a team to prepare, plan and deliver exciting and enjoyable activities to develop children's skills
- Able to assess children's progress and focus upon their next steps.

**The successful applicant must be**

- Committed to excellence within their work in school and across the partnership
- Able to work as an effective team member
- Well organised
- Able to communicate with children and adults in a constructive and effective way.

**Application Information:**

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

**Fox Hill - 0114 231 3469**

**Monteney – 0114 246 7916**

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

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

**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 Monteny Primary, Monteny Crescent, Sheffield, S5 9DN.

## JOB DESCRIPTION FOR POST OF TEACHING ASSISTANT - LEVEL 3

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 3</b>
<b>GRADE</b>	<b>4</b>
<b>RESPONSIBLE TO</b>	<b>HEADTEACHER</b>
<b>PURPOSE OF JOB</b>	<p>To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom.</p> <p>This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.</p> <p>Staff may also supervise whole classes occasionally during the short-term absence of teachers.</p> <p>The primary focus will be to maintain good order and to keep pupils on task.</p> <p>Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities</p>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Very good literacy/numeracy skills</li> <li>● NVQ 3 for teaching assistants or equivalent qualifications or experience</li> <li>● Training in the relevant learning strategies</li> <li>● Appropriate first aid training</li> </ul>

### MAIN DUTIES AND RESPONSIBILITIES

#### **SUPPORT FOR PUPILS**

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of IEPs
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

## **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.

## **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

## **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.



## Person Specification for post of: Senior 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

<b>Qualification and experience</b>	
<b>Candidates should have:</b>	
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	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD.
<b>Personal qualities</b>	
<b>Candidates should:</b>	
1	Communicate effectively and develop positive relationships with pupils, parents and all other 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.
<b>Skills</b>	
<b>Candidates should be able to:</b>	
1	Support the vision for the school and the Trust
2	Work with the teacher and other staff to identify suitable learning activities and deliver these for whole class sizes, groups of pupils or on a 1:1 basis.
3	Relate positively with children, motivate, inspire and have high expectations of all pupils.
4	Contribute to the recording and assessment of pupil progress/performance etc.
5	Apply a range of behaviour management policies and strategies that contribute to a purposeful learning environment.
6	Evidence an understanding of child development and learning processes that enables the candidate to effectively meet the needs of children, including personal care.
7	Evidence a good working knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies.
8	Be approachable and courteous presenting a positive image of the school and Trust to all stakeholders.
9	Use ICT effectively to support learning including Interactive Whiteboard and other equipment.

10	Desire to improve own practice/knowledge through self-evaluation and learning from others.
<b>Professional knowledge and understanding</b>	
<b>Candidates should:</b>	
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.
<b>Safeguarding</b>	
Candidates should have an understanding of safeguarding and promoting the welfare of children and young people.	