



**Hucklow Primary School  
Applicant Information Pack  
Level 3 Teaching Assistant**



### From the CEO

Dear Applicant,

Thank you for your interest in 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.

### Who are we?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owler Brook and Whiteways Primaries.

### Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

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 wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us, please visit our website <https://www.cascademat.co.uk> and come have a look round to meet the team.

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 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 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.



## Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests and challenges them to become the best that they can be.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.



### From the Headteacher

Dear Applicant,

As Headteacher, I am delighted to enclose further details for the position of Level 3 Teaching Assistant at Hucklow Primary School. This vacancy represents a unique opportunity to join a highly ambitious and motivated professional team, who are changing the lives of children in the community we serve.

Hucklow is a place where care, humour and integrity are felt as soon as you enter the building. We are a strong team, who continually support and encourage each other to be achieve our full potential. We value our staff, families and community and go over and above to maintain effective relationships.

Our core values are:

aim high, respect, teamwork, care, independence and self-belief

These are the foundations of our culture and ethos, these values enable our amazing children to thrive. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests, and challenging them to become well rounded citizens.

Working in our academy is demanding yet rewarding. We are a dynamic team who are passionate about providing the best opportunities for our staff and families. Collaborative working and sharing best practice is of utmost importance to us.

Should you wish to join us then please ensure that the appropriate application form is fully completed. A CV is not required. Supporting statements should be no longer than two sides of standard font.

We look forward to hearing from you.

Laura Duckworth  
Headteacher



## Hucklow Primary School

### Level 3 Teaching Assistant

#### 3 x Permanent Posts

**Hours/weeks:** 37 hours per week, 39 weeks per year

**Salary:** Grade 4, Scale Point 7-12, £24,294- £26,421

**Actual Salary:** £20,896 - £22,726

**Cascade Multi Academy Trust is seeking to appoint a Level 3 Teaching Assistant.**

***The successful applicant will initially be employed at Hucklow Primary.***

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 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.

At Hucklow, we strongly believe in the importance of positive and respectful relationships amongst all members of the school community. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Hucklow Primary. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests, and challenging them to become the best that they can be.

We are looking for candidates that can:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils learning
- Promote inclusivity and acceptance of all pupils
- Be a consistent emotionally available adult in order to support children effectively
- Work with the team to establish an appropriate learning environment
- Work with the team to plan, evaluate and assess learning
- Prepare and organise classroom resources
- Supervise break and lunch time duties effectively

For all your hard work, we provide:

- A successful and visionary team to support you
- A supportive and committed staff team
- We cover cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health 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 and provide any information that would make them unsuitable to work with children prior to interview. 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 **Luisa Martinez-Moore** via email at [recruitment@hucklowprimary.co.uk](mailto:recruitment@hucklowprimary.co.uk)

You can download the word version of the application form from Cascade's website – [Recruitment | Cascade MAT](#)

**Please do not use Sheffield City Council application form**

Your completed application should be emailed to [recruitment@hucklowprimary.co.uk](mailto:recruitment@hucklowprimary.co.uk)

**Closing Date: Thursday 9<sup>th</sup> May - Midnight**  
**Interview Date: Wednesday 22<sup>nd</sup> May**





### CASCADE MULTI ACADEMY TRUST JOB DESCRIPTION

<b>Children &amp; Young People's Doctorate</b>	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.
<b>School</b>	Hucklow Primary School
<b>Post Title</b>	SENIOR TEACHING ASSISTANT LEVEL 3
<b>Role Profile</b>	LD3
<b>Job Number</b>	SCH/TL/LD/003
<b>Grade</b>	4
<b>Responsible to</b>	HEADTEACHER
<b>Responsible for</b>	NOT APPLICABLE
<b>Holiday &amp; Sickness Cover</b>	
<b>Job Purpose</b>	Supervision of whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff. This will include implementation of work programmes, managing pupil behaviour and assisting pupils in relevant activities
<b>Relevant Qualifications</b>	<ul style="list-style-type: none"> <li>▪ High level of literacy/numeracy skills</li> <li>▪ NVQ 3 for teaching assistants and/or equivalent qualifications or experience</li> <li>▪ 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 etc.</li> </ul>

### 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.

<b>ISSUE DATE: May 2021</b>
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## 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
<b>Qualifications and experience</b>
Candidates should have:
NVQ 3 for Teaching Assistant or equivalent qualification or experience
GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level
Recent experience in relevant learning strategies e.g. Literacy, Numeracy
Specialist skills/training in curriculum or learning area e.g. Bilingual, Sign Language, ICT
Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
<b>Personal qualities</b>
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
<b>Skills</b>
Candidates should be able to:
Support the vision for the school/Trust
Ability to work with the Teacher and other staff to identify suitable learning activities and deliver these for whole classes of pupils
Ability to relate positively with children, motivate, inspire and have high expectations of all pupils
Ability to contribute to the recording and assessment of pupil progress/performance etc.
Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment

Good understanding of child development and learning processes
Good working knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies
Approachable, courteous and able to present a positive image of the school to all stakeholders
4 Ability to use ICT effectively to support learning including Interactive Whiteboard and other equipment technology
Desire and ability to constantly improve own practice/knowledge through self-evaluation and learning from others
<b>Professional knowledge and understanding</b>
Candidates should:
Demonstrate an understanding of classroom roles and responsibilities and the role of the TA within these
Demonstrate their understanding and maintain confidentiality
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

**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 in 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, 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 qualifications and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included 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@hucklowprimary.co.uk](mailto:recruitment@hucklowprimary.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>