

ECCLESALL
PRIMARY SCHOOL

Job Application Pack
Teaching Assistant Level 3



Primary ECCLESALL School

JANUARY 2027

PEAK EDGE ACADEMY TRUST

Ecclesall Primary school
High Storrs Road
Sheffield
S11 7LG

0114 2663137
www.ecclesallprimary.co.uk

- **Job Title:** Permanent, Level 3 Teaching Assistant at Ecclesall Primary School
- **School Visiting Date:** Thursday 3rd December 10.30am and Wednesday 9th December 3.30pm.
- **Closing date for applications:** 9am, Monday 4thJanuary 2027
- **Interviews to take place:** Friday 8th January 2027
- **Employment Start Date:** Monday 18th January 2027
- **Grade:** LGS - Level 3, Grade 4
- **Scale Point:** LGS – 7-12
- **Working Hours:** Between 0830 – 1545 = 32.5 hours per week, 39 weeks per year (Monday to Friday)
- **Salary:** Actual - **£20,266** (1.0 FTE equivalent = 37 hours, 52 weeks, £27,274)
- **Application Form:** **https://ecclesallprimary.co.uk/jobs/ or Gov.uk/jobs website**

Ecclesall Primary School is a very friendly, happy and creative school. Our motto is "**Happy Children, Happy School, Learning together, Growing together**" and our three values of **Kindness**, **Positivity** and **Respect** are central to everything we do.

We have a very positive, inclusive ethos where all staff, children, parents and the local community work closely together.

From the very start of their time at Ecclesall Primary School children know that their happiness and well-being is our priority. We want our children to love their learning, to be excited, engaged and challenged and to lead their own learning through our broad and rich curriculum.

The Governors of Ecclesall Primary School wish to appoint a permanent full time Level 3 Teaching Assistant to join our passionate and dedicated staffing team.
We require a Teaching Assistant who will:

We require a Teaching Assistant who will:

- work alongside the SENDco to establish and lead a small SEN hub provision supporting children with their learning and social skills
- Be a hardworking and patient, kind person
- Have a positive, adaptable, proactive approach at all times
- Have effective communication skills and the ability to work in partnership with all members of the school community and outside agencies
- Be able to do occasional cover for a class

In return, we can offer:

- Happy, respectful children with a positive attitude towards their learning.
- An enthusiastic, supportive and friendly team of colleagues who are very welcoming and willing to share their expertise and learn from one another.
- A supportive Senior Leadership team and Governing body who put wellbeing at the heart of everything we do.
- A dedicated, experienced governing body who are involved in the life of the school.
- A whole school community approach to developing positive relationships, confidence and self-belief supports our vision that every child's experience must be a happy one.
- We provide a nurturing and supportive environment where children feel safe, valued, and listened to and where individuality and successes are celebrated.

Visits to the school prior to applying for this post are strongly encouraged.
Please email the school office to make an appointment enquiries@ecclesall.sheffield.sch.uk.
School Visiting Dates: Thursday 3rd December 10.30am and Wednesday 9th December 3.30pm.

Further details are included in the Job description and Person Specification.

Applications should be submitted using the attached application form (please contact the school if you require this document in a different format). In line with Safer Recruitment guidance, CVs will not be accepted, neither will applications submitted using forms other than the Peak Edge Application Form.

Ecclesall Primary School is committed to safeguarding and promoting the welfare and safety of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any relevant cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please also note that an online search will also be conducted for shortlisted candidates prior to interview.

The successful candidate will be required to complete both an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Teaching and classroom support staff will also be subject to a prohibition from teaching check. Candidates are asked to read the school's safeguarding policy https://ecclesallprimary.co.uk/ourschool/policiesand_procedures/.

Please contact the school office via email enquiries@ecclesall.sheffield.sch.uk if you require any information.

Application forms and relevant documents are available from our website: www.ecclesallprimary.co.uk/jobs.

Peak Edge Academy is committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants who meet the essential criteria of this job are guaranteed an interview.

Our Privacy Notice is available on our website. www.ecclesallprimary.co.uk.

Please ensure you complete the Peak Edge Academy Application Form or you cannot be shortlisted.

Please return your completed application form to the School Business Manager, Raj Jahangir.

- **Closing date for applications:** 9am, Monday 4th January 2027.
- **Email:** enquiries@ecclesall.sheffield.sch.uk ; or
- **Post:** Ecclesall Primary School, High Storrs Road, Sheffield, S11 7LG ; or
- **Via Gov Website:** https://teaching-vacancies.service.gov.uk/schools/ecclesall-primary-school-sheffield

PEAK EDGE
JOB DESCRIPTION

PEAK EDGE
ACADEMY TRUST

CHILDREN AND YOUNG PEOPLE'S HUMAN RESOURCES	**This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**
SCHOOL	**ECCLESALL PRIMARY SCHOOL**
POST TITLE	**SENIOR TEACHING ASSISTANT – LEVEL 3**
GRADE	**LGS LEVEL 3, GRADE 4**
RESPONSIBLE TO	**HEADTEACHER**
RESPONSIBLE FOR	**N /A**
PURPOSE OF JOB	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. THIS COULD INCLUDE THOSE REQUIRING DETAILED AND SPECIALIST KNOWLEDGE IN PARTICULAR AREAS AND WILL INVOLVE ASSISTING THE TEACHER IN THE WHOLE PLANNING CYCLE ANDTHE MANAGEMENT/PREPARATION OF RESOURCES. STAFF MAY ALSO SUPERVISE WHOLE CLASSES OCCASIONALLY DURING THE SHORT-TERM ABSENCE OF TEACHERS. THE PRIMARY FOCUS WILL BE TO MAINTAIN GOOD ORDER AND TO KEEP PUPILS ON TASK. COVER SUPERVISORS WILL NEED TO RESPOND TO QUESTIONS AND GENERALLY ASSIST PUPILS TO UNDERTAKE SET 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
SENIOR TEACHING ASSISTANT – LEVEL 3

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

1 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

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
11. Any other related duties as they may arise.

Children and Young People's Human Resources
Person Specification for post of:
Senior Teaching Assistant – Level 3
Senior Teaching Assistant – Level 3 (Cover)

Minimum Essential	Method of Assessment
Skills /Knowledge	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	Interview
Understanding of principles of child development and learning processes	Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview
Can use ICT effectively to support learning	Interview
Use of other equipment technology – video, photocopier	Interview
Has sound speaking and listening skills to extend language in discussion	Interview
Can plan, implement and evaluate learning activities	Interview

Has experience of pupil assessment	Interview
Can manage the behaviour of pupils in a reasonable manner	Application Form, Interview
Has a caring positive attitude towards pupils welfare	Interview
Has an awareness of pupils with special educational needs	interview
Can maintain trust and confidentiality where appropriate	Interview
Can assist the school in forming a partnership with parents	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain pupils records	Interview
Experience, qualifications, and training (if any)	
Appropriate qualification for Nursery setting (if working with early years)	Application Form
NVQ3 for Teaching Assistants or equivalent qualification or experience	Application Form
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	Application Form
Appropriate first aid training	Application Form
Experience working with children of relevant age	Application Form, Interview

Work related circumstances	
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview

Please complete The Peak Edge Academy Application Form.