



# Level 3 Teaching Assistant Maternity Leave Cover

## Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

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

**Lee Barber**  
CEO



# About INOVA Multi-Academy Trust

## Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

### **Our Vision:**

Transforming lives through the power of learning.

### **Our Mission:**

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

### **Our Values:**

Innovation : Collaboration : Excellence



## **Our Values**

### **Innovation**

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



### **Collaboration**

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



### **Excellence**

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

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**

One of our primary schools is graded Ofsted 'Outstanding' and all others are graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## **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 and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

# The Role

Hallam Primary School are seeking to appoint a full time, Level 3 Teaching Assistant to cover maternity leave to start as soon as possible

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 can be obtained at <https://www.hallamprimaryschool.co.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: [smcgloin@hallam.sheffield.sch.uk](mailto:smcgloin@hallam.sheffield.sch.uk)

Please do not use the Local Authority application form.

Salary Range	Grade 4 (SCP 7-12) £26,403 – £28,598 pro rata Actual Salary £20,715 - £22,437
Hours of Work	Monday – Friday 8.15 – 3.30pm (39 weeks per year)
Responsible To	Headteacher
Responsible For	Whole class teaching cover under the guidance of teaching/senior staff, including implementation of work programmes, managing pupil behaviour and assisting pupils in relevant activities.
Benefits	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 INOVA Multi-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

### Support for Pupils

Plan and complete activities linked with children's individual EHCPs

Undertake intervention support for small group and individual children and feedback to class teacher.

Support children through breaktimes and lunchtimes.

Being a champion, advocate and voice for our most vulnerable children, valuing their opinion and involvement in school activities.

Support children with life skills and personal hygiene where necessary.

Work alongside staff in the Integrated Resource to plan and deliver a personalised curriculum.

Liaise with class teachers and SENCO's to feedback progress towards personal targets.

### Identification Responding Reporting

Follow school systems of recording to ensure that they are rigorous, accurate and in line with school/Trust policies.

Monitor and respond to the school reporting systems (CPOMS) to ensure that incidents are followed up and dealt with in an appropriate and timely manner.

Complete case studies and intervention logging to show progress of individuals and small group intervention support.

Meet with professionals to discuss progress as part of reviews.

Promote positive values, attitudes and behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

# Responsibilities

## **Working with Others**

Represent the school by liaising with external agencies, colleagues and multi-agency teams as required.

Explore and build relationships with other educational providers that would be of benefit to the school, children and parents.

Support handover to and from parents in the morning and afternoons

Participate in CPD alongside staff, working collaboratively and sharing ideas.

## **Additional Responsibilities**

The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.

To undertake any additional responsibilities and duties, commensurate with the post, as requested by the Headteacher.

To maintain high levels of confidentiality and professionalism at all times.

Support the vision, ethos and policies of the Trust, ensuring the school meets all statutory safeguarding requirements.

Any other related duties and responsibilities as may arise

# The Person

<p>Skills and Knowledge</p>	<p>Experience in working with children including disadvantaged children to secure the highest outcomes            Experience of delivering interventions to support progress in attainment in Reading, Writing and Maths            Has worked successfully with children, parents and staff            Has experience of working effectively with children with a wide ability range including higher attainers/SEND children            Has experience of working in classroom settings offering support so that children can engage and succeed in their learning.</p>
<p>Qualifications and Experience</p>	<p>NVQ level 3 or higher in English and Maths            NVQ level 3 for Teaching Assistants or equivalent qualification            Previous experience in a similar role preferred</p>
<p>Personal Qualities</p>	<p>Positive and enthusiastic            Caring, Kind and a Team player            Adaptable and flexible            High expectations of themselves and others            Commitment to safeguarding children            Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection            Committed to a strong partnership between home and school            The ability to establish good professional relationships with parents, children, governors and colleagues</p>
<p>Work Related Circumstances            (including working conditions)</p>	<p>The role is based at Hallam Primary School but could involve travel to other school sites within the trust. There will ne a requirement to participate in first aid training and to complete online training modules each year as applicable to applicable to the role. We are committed to safeguarding and promoting the welfare of young children and young people and expect all staff to share the commitment</p>

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

# How to Apply

Applications for this role are via TES, DFE, Sheffield City Council

The closing date for applications is 4pm 10<sup>th</sup> April 2026 and interviews will be held on Friday 17<sup>th</sup> April 2026

## Safeguarding

INOVA Multi-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. We will ensure that all of 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 service.

### Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required 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, and your application will be disqualified.

**Policies:** Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [Safeguarding | INOVA Multi-Academy Trust](#)

## **Equality and 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.

## **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.



INOVA Multi-Academy Trust  
Floor 5, Block 2, Pennine 5, Tenter Street, Sheffield, S1 2BY

☎ 0114 5532840  
✉ [info@inovamat.org](mailto:info@inovamat.org)  
🌐 [www.inovamat.org](http://www.inovamat.org)

