



**United Learning**  
The best in everyone™

**Briefing Pack for Applicants**

**Teaching Assistant**

**January 2025**

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## Section 1 - Post Advertisement



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

**Job title:** Level 3 Teaching Assistant – Inclusion  
**Location:** Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN  
**Salary:** £29,000 gross pro rota per annum, an actual of £25,023.65 gross per annum.  
**Contract:** 2 posts available 1 x Permanent, Full-time 37.5 hours per week, 39 working weeks. 1 fixed term contract. 37.5 hours per week, 39 working weeks.  
**Start date:** ASAP

‘Leaders are ambitious for all pupils to achieve highly’

‘This is a school where students care for students and are determined that they succeed’

### **OFSTED report, December 2022**

Sheffield Park Academy are seeking to appoint 2 enthusiastic, caring and proactive Level 3 Teaching Assistants. We are seeking to recruit individuals who are child centred, have excellent communication skills, experience of supporting students with SEND and/or complex learning needs would be advantageous.

This role requires a highly focussed individual who is organised and passionate about making a difference for our academy and the local community, specifically SEND students with behaviour challenges. The successful candidate will be highly efficient with outstanding attention to detail. This is a new, exciting and challenging role that will bring many rewards for the right candidate.

This is an excellent opportunity to join an Ofsted rated ‘Good’ academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 school. As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe.

<https://www.welcometosheffield.co.uk/>

### **We are looking for someone who:**

- Shares our moral purpose of ensuring that all our young people receive the best education in a supportive environment from people who care about them.
- Has personal qualities to motivate, support and challenge others
- Strong interpersonal skills.
- The ability to command respect from students and build positive working relationships with them.

- Is committed to improving the life chances of our students and support them to become well rounded citizens.
- Has literacy and numeracy qualifications equivalent to a Level 2 (grade 4 at GCSE)
- Has relevant and up to date training and experience in behaviour support, SEN or emotional wellbeing.

**We will offer you:**

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance

Please refer to the job description and person specification for further details.

To apply, please click the 'Apply online' button at the top of the advert on our website using the following link to our vacancies page: [Vacancies Page](#) and complete our online application form. Please note CVs are not accepted. If you have any queries regarding this role please email [hr@unitedlearningyorks.org.uk](mailto:hr@unitedlearningyorks.org.uk) **The closing date for this post is Midnight, Sunday 09 February 2025.** Interviews will take place soon after the closing date. If we receive a high number of applications, we reserve the right to close the advert early.

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## Section 2 – United Learning

Sheffield Park Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

### Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore  
Regional Director  
United Learning

## Section 4 – Letter from the Principal of Sheffield Park Academy



Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of the United Learning and as Principal I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh  
Principal  
Sheffield Park Academy



## Job Description

<b>Post title</b>	Level 3 Teaching Assistant – Inclusion
<b>Salary</b>	Band 2
<b>Responsible to</b>	SENDCo
<b>Responsible for</b>	There are no line management responsibilities associated with this post.
<b>Role purpose</b>	To provide pastoral and academic support to students on the SEN register, particularly those with Education, Health, and Care Plans (EHCPs), to improve their emotional well-being, behaviour, and academic outcomes.
<b>Relevant qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant up to date training and experience in behaviour support, SEN or emotional wellbeing.</li> <li>• To hold at least a Level 3 qualification in an area relevant to the post</li> <li>• Literacy and numeracy qualifications equivalent to a Level 2 (grade 4 at GCSE)</li> </ul>

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and school policies and procedures, and within the legislative framework applicable to schools.

### Key Responsibilities

#### Main duties

This serves as guidance only and is not definitive.

#### Supporting Students:

- Establish productive working relationships with SEND students, acting as a positive role model.
- Attend all reintegration meetings for SEND students and provide same day 1-2-1 reflection sessions following a suspension.
- Support students in the classroom to make progress and to prevent disruption to others.
- Provide bespoke support to individual and small groups of students with SEND, specifically related to academic, social, and behavioural challenges they are facing.
- Support with the planning and delivery of a range of interventions including emotional regulation, emotion coaching, ELSA, EBSNA, Zones of Regulation, conflict resolution and anger management.



- Complete case studies and intervention logging to show progress of individuals and small group intervention support.
- Contribute to and support the implementation of Individual Learning Plans (ILPs), Extended Support Plans, and EHCPs following the assess, plan, do, review cycle.
- Plan and complete activities linked with student's individual extended support plans and EHCPs
- Ensure that the wellbeing of students is a high priority, make referrals and actively seek to use internal and external support systems/services where the need arises.
- Support students through break-times and lunchtimes.

### **Supporting Teachers:**

- Work with teachers to coordinate effective in-class support and differentiated instruction for SEN students who are experiencing behavioural difficulties.
- Provide feedback on pupil progress and maintain accurate records.
- Support the management of classroom behaviour and foster positive peer relationships.
- Prepare and implement SEN resources, including specialist tools such as overlays or assistive technologies in consultation with classroom teachers.

### **Supporting the School Community:**

- Promote inclusion, equality, and diversity in all aspects of the role.
- Actively engage in school duties such as break/lunch supervision, extracurricular activities, and school trips.
- Foster respectful relationships with students, families, and external stakeholders, acting as a role model for professional behaviour.
- Respond to parent and carer inquiries promptly and professionally.
- Liaise with external agencies to coordinate additional support services for students (e.g., social services, education welfare, youth services).
- Assist in the smooth transition of students between schools or key stages, including participation in summer schools and parent transition events when required.

### **General**

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Support Services Team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.

- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy’s Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

## Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Level 3 Teaching Assistant - Inclusion		
<b>Salary</b>	Band 2		
<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
An understanding of individual needs in relation to learning	X		
Good general standard of education, including Maths & English GCSE Grade 4 or above.	X		
Good attention to detail	X		
Understanding of context and situation	X		
Relevant up to date training and experience in behaviour support, SEN or emotional wellbeing	X		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Experience of working with students with behaviour, SEN and emotional wellbeing	X		
Excellent ICT skills.		X	
<b>Teamwork</b>	<b>Essential</b>	<b>Desirable</b>	
Recognises the contribution and achievement of colleagues.	X		
Keeps colleagues, stakeholders and/or customers informed of progress.	X		
Treats others fairly, openly and consistently.	X		
Expresses disagreement or challenges views calmly, constructively and tactfully.	X		
Supports and co-operates with colleagues.	X		
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	
Maintains confidentiality and discretion	X		
Able to make connection between their work and the benefits to students.	X		
Good written and verbal communication skills.	X		
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X		
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X		
Organised and good attention to detail.	X		
Ability and willingness to travel to locations within the cluster, attend meetings off-site with agencies, etc.	X		

## **Section 7 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **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 Appointment**

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.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### **The Supporting Statement**

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 post.

### **Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

### **The Interview**

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.



**The academy is located in a thriving city close to the beautiful Peak District**



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

Sheffield Park Academy  
Beaumont Road North  
Sheffield  
South Yorkshire  
S2 1SN

Website: [www.sheffieldpark-academy.org](http://www.sheffieldpark-academy.org)

Email: [info@sheffieldparkacademy.org](mailto:info@sheffieldparkacademy.org)

Telephone: 0114 2392661

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