Sheffield City Council

Human Resources Service

Moorfoot Building, Sheffield S1 4PL

Webpage: <https://www.sheffield.gov.uk/home/job-vacancies>

**Job Advertising Request Form**

Please complete all the information below and submit via AskHR or to [hrs-sheffield@capita-services.co.uk](mailto:hrs-sheffield@capita-services.co.uk)

**Please ensure this document is saved as a Word Document only.**

All requests will be processed within 2-3 working days where all the relevant information is provided.

1. **Job Details:**

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| **Job Title** | Senior Teaching Assistant – Level 3  Higher level Teaching assistant – Level 4 |
| **School Name** | **Carterknowle Junior School**  (Holt House and Carterknowle Schools Federation) |
| **Location** | Carterknowle Road  Sheffield  S7 2DY |
| **Contract** | Contracted for 1 year Maternity Cover |
| **Hours per week** | 26.75 hours (Level 3) Senior TA (Grade 4)  7 hours (Level 4) HLTA (Grade 5)  **Total**: 33.75 hours |
| **Weeks per year** | 39 |
| **Grade and Salary** | Grade 4 (L3 TA) – Annual Salary (1FTE) £24,294  26.5 hr per week FTE 0.6185 Pro Rata £15,025  Grade 5 (Level 4 - HLTA) Annual Salary £27803 (1 FTE) 7 hrs per week 0.1632 Pro Rata £4,537  **Total Salary: £19,563** |
| **Actual Part Time Salary** |  |
| **Closing Date** | Wednesday 6th December 5.00pm |

1. **School Contact Details for Advert:**

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| **Contact Name** | Lucy Atherton |
| **Position** | Co-headteacher |
| **Telephone Number** | 01142552347 |
| **Email Address** | enquiries@carterknowle.sheffield.sch.uk |
| **Website Address** | https://www.carterknowle.sheffield.sch.uk/ |

1. **Advertisement text:** Please add your wording in the following box.

For Sheffield City Council schools, the standard paragraphs below will be automatically added to the advert and the SCC application form uploaded.

For all other schools please ensure you add the details of how candidates can obtain an application form.

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| 1. **Advert Wording**   Required from 1 January 2024 until December 31st 2024 a suitably qualified and experienced teaching assistant to fulfil both senior and higher-level teaching assistant roles.  As a senior **TA (26.75 hours)** you will be supporting small groups and individuals with both their learning and wellbeing. You will assist class teachers with preparation and assessment. Help to deliver adaptive learning and intervention programmes. You will be called upon to supervise a class for short periods as ad hoc cover. As an **HLTA (7 hours)** you will cover PPA time. You will also supervise morning break time for a class, every day and provide some lunch time supervision.  The hours of working are 8.30am – 4.00pm including a 15 minute morning break and a 30 minute lunch break.  Carterknowle Junior School is part of the Holt House and Carterknowle Schools Federation and we nurture a caring community in which every child learns well. We have a welcoming and secure environment with a warm and friendly ethos. We are dedicated to providing high standards and are committed to giving each and every child the best education. We have high expectations and children and adults work together in a positive and supportive way.  The governors will consider those who have:  • Relevant teaching assistant qualifications  • Successful experience of implementing work programmes with individuals/groups, in or out of the classroom.  • Good communication and inter-personal skills.  The selection process involves shortlisting candidates through the matching of information from the application form, job description and person specification.  The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.  Sheffield City Council 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.  Please include the email addresses for your two referees in your application. If shortlisted and as part of our safer recruitment and due diligence checks, your references will need to be secured prior to interview. A designated person will also carry out online checks, in line with KCSIE 2023 point 221 on shortlisted candidates.    If you would like to come and look around the school before applying please email or call to arrange for this.  The Council is not responsible or accepts liability to the reader, for information included in this job advert. If you have any queries or concerns, please speak to the school.  Candidates are strongly recommended to visit the school website [www.carterknowle.sheffield.sch.uk](http://www.carterknowle.sheffield.sch.uk).  Please email Mrs G Jolliffe, PA to the headteacher, for further information [enquiries@carterknowle.sheffield.sch.uk](mailto:enquiries@carterknowle.sheffield.sch.uk) or telephone 0114 255 2347. Completed application forms should be returned to this email address or posted to Carterknowle Junior School, Carterknowle Road, Sheffield, S7 2DY. |

1. **Invoicing**

Where adverts are chargeable to the organisation and not part of Capita’s HR Administration package, please complete the following section:

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| **Organisation name of where invoice needs to be issued to if different to recruiting school:** |  |
| **Purchase Order Number:** |  |

1. **Authorisation**

* I understand that Sheffield City Council / Capita People Solutions will check over the content of the form submitted and offer advice and guidance where necessary. However, Sheffield City Council / Capita People Solutions cannot be held liable for any errors in the advertisement as a result of the information that I have submitted.
* I agree that that any work undertaken in respect of this request will be chargeable (when not included in a core service package) and all invoices will be paid in full and in accordance with Capita People Solutions standard payment terms.

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| **Contact Name:** | Lucy Atherton |
| **Position:** | Co-headteacher |
| **Telephone Number:** | 01142552347 |
| **Email Address:** | [enquiries@carterknowle.sheffield.sch.uk](mailto:enquiries@carterknowle.sheffield.sch.uk) |
| **Date:** | 17/11/23 |

***Capita People Solutions Approval:***

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| **Contact Name:** |  |
| **Reference Number:** |  |
| **Date submitted to SCC:** |  |