



**Steel City**  
Schools Partnership

Recruitment  
information for the  
position of

## **Pupil Support Assistant**

**Positions available at:  
Brook House Junior  
Fox Hill Primary**

Dear Applicant

Thank you for your interest in a career at Steel City Schools Partnership.

Steel City Schools Partnership is a growing Multi Academy Trust. There are currently 9 primary academies in the Trust with Bankwood Primary due to join us in Spring 2023.

We are also excited that in the government announcement in December 2022, Windmill Hill Primary has been named as a school that will either be rebuilt or refurbished as part of the Schools Rebuilding Programme.

SCSP has a proven track record of securing transformational change and sustainable school improvement. Our vision is to provide high quality education and deliver the best outcomes for young people within an ethos based on our vision and underpinning aims:

**To provide an excellent education for all.**

**Achieving Excellence   Sustaining Excellence   Sharing Excellence**

Our success is due to our biggest and most valuable asset – our staff team. We have a number of positions available across our academies and we are looking for enthusiastic and dedicated individuals to work with us.

SCSP can offer you

- Guidance of a supportive and experienced leadership team who invest in the development of their teams and the Trust
- Free on-site parking
- Access to healthcare and wellbeing services
- Encouragement of further and continued professional development
- Local Government Pension Scheme

An application form and job description for each of the positions available can be accessed via our website:

**<https://www.scsp.org.uk/vacancies/>**

Here is some information about the academies and contact information:

### **Brook House Junior**

Brook House Junior, is a rapidly improving school (Good – November 2019) in the west of the city serving the Beighton area. The school serves a close knit community and has wonderful external grounds, backing onto the Rother Valley Park. Brook House joined SCSP in April 2021 and in that time has made rapid improvements.

Pupils enter Brook House Junior almost entirely from Beighton Nursery Infant School which is next door to Brook House Juniors. The school has strong links with the Infant School. Brook House works closely with its feeder secondary, Westfield as well as with other local and regional schools.

The school is vibrant and happy, led by a team of hard working, experienced and committed staff.

**Headteacher – Jack Huckstepp   Office Manager – Jodie Martin   Tel: 0114 248 7754**

### **Fox Hill**

Fox Hill is a vibrant and exciting academy in which to work and, with the additional Integrated Resource for 21 pupils, it serves a diverse community. Having moved into our new building (April 2015) we are excited about the next stage in our learning journey having made huge steps with pupil outcomes over the past years, whilst recognising there is still more to do. Ofsted in July 2019 deemed Fox Hill to be a 'Good' school for the second inspection in a row.

Fox Hill works closely with the local secondary school and is a targeted English Hub (Whiston Worrygoose) network school for early reading and phonics.

**Headteacher – Annali Crawford    Office Manager – Toni Jenkinson    Tel: 0114 231 3469**

### **Greenhill**

Greenhill Primary is a good school (Ofsted – July 2022) serving the Greenhill village community in the south of the city. Since joining SCSP in February 2018, the school has made progress towards raising the outcomes and progress for the pupils. A new leadership team started in September 2019. SCSP are delighted that an IR for 12 children with SEMH/ASD has opened on site with a nursery provision due to be opened April 2023.

**Headteacher – Scott Ellin    Business Support Manager – Carla Weaving    Tel: 0114 237 7020**

### **Lound Infant and Lound Junior**

Operating on 2 sites, Lound Infant and Lound Junior, formally Lound Academy Trust, are the most recent schools to have joined SCSP in September 2021. Both schools are Good (Infant Nov 2022 and Junior September 2022) and serve the Burncross / Chapeltown area. Lound works closely with the other SCSP and locality schools in the north of the city as well as with its feeder secondary Ecclesfield.

Lound's philosophy is based on giving every child the opportunity to succeed academically and socially; ensuring they achieve as highly as possible. We believe that every child has potential. Through a high standard of teaching, in a caring environment where children benefit from positive attitudes and high expectations, we aim to ensure that every child's potential is reached.

**Headteacher – Emma Bellamy    Office Manager – Sam McCarthy    Tel: 0114 246 2181**

### **Mansel**

Mansel is an effective school (Ofsted Good- January 2017) in the north of the city serving the Parson Cross estate. Approximately 62% of the pupils are deemed to be disadvantaged yet despite this challenge, has recorded very strong outcomes. The school has benefited from strong leadership and governance. Mansel works closely with the neighbouring secondary school and is a targeted English Hub (Whiston Worrygoose) network school for early reading and phonics.

Mansel is more than just a school, it is a hub for the community we serve and is a place where our children and families come first. Every day we strive to make a positive difference in the lives of the children we serve. We offer a warm welcome, acceptance and love whilst providing our children with the highest standards of education to prepare them for an amazing future.

We are extremely proud of our most recent set of academic results. Our KS2 outcomes were really something to celebrate as we exceeded the national expectations! We also had much to celebrate in Foundation Stage and KS1 as well with many results in line with or above national expectations.

**Headteacher – Emily Matthews    Office Manager – Tammy Mosley    Tel: 0114 232 1278**

### **Monteney**

Monteney (Ofsted Good – March 2020) is a National Support School serving the north of the city and the Parson Cross and Shiregreen estates. Approximately 28% of the pupils are deemed to be disadvantaged and the school is oversubscribed every year. The school has a track record of Innovation and Leadership development. Monteney works closely with a range of external partners including the feeder secondary school, as well as Learners First and Learn Sheffield.

Monteney is a creative, collaborative and inclusive school which aims to inspire and encourage every child to be the best that they can be. We pride ourselves in delivering an exciting and creative curriculum and providing high quality learning and pastoral support for our children as well as offering excellent CPD opportunities for all our staff. We have a supportive, innovative, friendly and well-motivated staff team who work collaboratively to develop practice and share ideas.

We are excited about how our focus on the development of our Monteney curriculum has started to further improve pupil outcomes and engagement in learning. Our children are enthusiastic with

positive attitudes to learning and they all strive to be "Monteney Learners" encouraged by our Monteney values. This was recognised in our last Ofsted inspection (March 2020).

**Principal – Clare Hayes      Business Support Manager – Lynzie Houston      Tel: 0114 246 7916**

### **Windmill Hill**

Windmill Hill Primary (Ofsted Good – July 2022) joined SCSP in February 2018 after a period of time working in conjunction with the CEO. Windmill Hill serves the Burncross / Chapeltown area in north Sheffield. The school has made an application to reduce pupil numbers (30) due to a fall in the local birth rate. This is due to take effect from September 2023. Staff work together to provide a welcoming and inclusive environment so that all pupils can achieve their full potential.

**Headteacher – Simon Plant      Office Manager – Kay Lindley      Tel: 0114 246 8550**

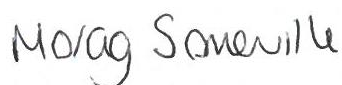
### **Woodseats**

Woodseats Primary (Ofsted Good – November 2016) joined SCSP in September 2019 after a period of collaboration with Greenhill Primary. The school is housed within a Victorian building, and is based in the south of the city on the Chesterfield Road (A61). The school has approximately 33% of the pupils deemed to be disadvantaged yet recorded results in 2019 that were in line with or above national in all key stages.

**Headteacher – Jack Fellowes      Business Manager – Clair Morton      Tel: 0114 255 4619**

These are exciting and rewarding roles and I look forward to receiving your application.

Yours faithfully



Morag Somerville  
Chief Officer Operations



## **PUPIL SUPPORT ASSISTANT**

***The Trustees of Steel City Schools Partnership are looking to recruit 2 permanent, full-time Pupil Support Assistants to start as soon as possible.***

***The post are for 37 hrs / 41 weeks per year, Grade 4 £22,017 - £24,108 (pro-rata), actual part time salary £19,795 - £21,675.***

### **Expectations:**

- To provide support in addressing the needs of pupils who need particular help to overcome barriers to learning including behaviour and SEMH difficulties.
- To help children engage in purposeful activities at break times
- To support children and families to improve attendance and punctuality
- To work as part of a successful pastoral team within school and across the Trust

### **Relevant Qualifications:**

- Very good literacy/numeracy skills
- Relevant experience

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

- Committed to a child centred philosophy
- Committed to excellence within their work in the School and across the partnership
- Able to assess children's progress and focus upon their next steps.

### **The successful applicant must be**

- Committed to excellence within their work in school and across the partnership
- Able to work as an effective team member
- Well organised
- Able to communicate with children and adults in a constructive and effective way.

### **Application Information:**

For further information and / or to arrange a visit please contact:

**Brook House Junior – 0114 248 7754**

**Fox Hill Primary – 0114 231 3469**

Please download an application form from  
[www.steel-city-schools-partnership.org](http://www.steel-city-schools-partnership.org)

**Completed application forms should be emailed to  
[jobs@steel-city-schools-partnership.org](mailto:jobs@steel-city-schools-partnership.org)**

**Closing date: 30. 01.2023**

**Interview Date: Week commencing 06.02.2023**

**We expect the successful candidate to work within our collaborative spirit and ethos, by building on the successes of the individual schools by working in conjunction with others to raise standards and enhance the outcomes for the pupils, families and communities we serve.**

**We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.**

**We value our diverse workforce and aim to work together to make the most of our differences.**

**We welcome applications from everyone.**

## **JOB DESCRIPTION FOR POST OF PUPIL SUPPORT ASSISTANT**

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

<b>POST TITLE</b>	<b>PUPIL SUPPORT ASSISTANT</b>
<b>GRADE</b>	<b>4</b>
<b>RESPONSIBLE TO</b>	<b>HEADTEACHER</b>
<b>PURPOSE OF JOB</b>	<b>Working under guidance: to provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.</b>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• <b>Very good numeracy/literacy skills</b></li> <li>• <b>NVQ3 for Teaching Assistants or equivalent qualification or experience</b></li> </ul>

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **SUPPORT FOR PUPILS**

1. Provide pastoral support to pupils
2. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
3. Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development
4. Participate in comprehensive assessment of pupils to determine those in need of particular help
5. Assist the teacher with the development and implementation of Individual
6. Education/Behaviour/Support/Mentoring plans
7. Support provision for pupils with special needs
8. Establish productive working relationships with pupils, acting as a role model
9. Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
10. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
11. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
12. Provide information and advice to enable pupils to make choices about their own learning / behavior / attendance
13. Challenge and motivate pupils, promote and reinforce self-esteem
14. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc

## **SUPPORT FOR THE TEACHER**

1. Liaise with feeder schools and other relevant bodies to gather pupil information
2. Support pupils' access to learning using appropriate strategies, resources etc.
3. Work with other staff in planning, evaluating and adjusting learning activities as appropriate
4. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
5. Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
6. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
7. Assist in the development and implementation of appropriate behaviour management strategies
8. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
9. Assist in the development, implementation and monitoring of systems relating to attendance and integration
10. Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

## **SUPPORT FOR THE CURRICULUM**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
3. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

## **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. Assist in the supervision, training and development of staff
9. Implement planned supervision of pupils out of school hours
10. Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role.