# Recruitment Pack




# Science Intervention Assistant

Grade 4 (£20,92 – £22,183 FTE)
37 hours, Term Time only

Mercia
Learning Trust

# Contents

Headteacher's Welcome

Introduction to Newfield School

Mercia Learning Trust

Job Advertisement

Job Description

Person Specification

The Application Process

# Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;

- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and approach to discipline and the Senior Team have a high presence day in day out in our school.

Newfield School is a valued partner and driving force within the Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact officemanager@newfield.sheffield.sch.uk .

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



**Emma Anderson**
**Headteacher**

## Our School

Newfield School is an 11-16 school in Norton Lees, Sheffield. The current roll is around 1010. The school's catchment area covers Norton Lees, Meersbrook, Heeley and the west side of the Gleadless Valley, giving the school a broad socio-economic mix of students. There is a very positive and friendly atmosphere in the school and our students are polite, well behaved and keen to achieve their best. Most of our students go on to sixth form and academic study. Our parents and carers have high aspirations and expectations for their children and the school.

We believe that achievement leads to opportunity and choice and our values are:

- We are high performing because we are curious and have a thirst for knowledge
- We are considerate and value our community
- We succeed through commitment and relentless ambition

Newfield is one of the top performing schools in the city and given our trend of school improvement, our outcomes have been consistently some of the best in the country.

40% of our cohort are eligible for free school meals, above the national average and the starting points of many of our students is below average when considering KS2 scores. Despite this, our students make very good progress.

These are exciting times for the school. Our Consistent Discipline Model ensures that the climate for learning in lessons and around school is excellent.

**Ofsted Said**

*Rates of progress have improved significantly. In 2016, by the end of Year 11, pupils' progress in a wide range of subjects was well above that of other pupils nationally with similar starting points*

Our students have formal assessments throughout the year and all year groups take formal exams at the end of the year.

Newfield School was inspected in March 2017, judging the school as 'Good' in all key areas. The report accurately reflects the positive direction of the school.

- *Highly effective leadership has led to better teaching, improved behaviour and attendance, and higher attainment for pupils.*
- *Middle leaders are an emerging strength of the school. Like senior leaders, they are highly ambitious for their pupils.*
- *The school's systems to promote positive behaviour and attitudes to learning are highly effective.*
- *Teaching is good overall and the progress made by pupils has improved considerably over time*

**Ofsted Said**

*Teaching is good and the progress students are making has accelerated. Teachers know their students well.*



## Our Students

Our many visitors are impressed by the purposeful atmosphere and they remark upon the friendliness of our school community – students and adults alike. We value positive relationships at all levels. Good behaviour, hard work, pupil participation and a real desire to learn and improve are central to achievement and this was acknowledged in our recent Ofsted Report.

At Newfield the student is at the centre of everything that we do. We have high aspirations for all our students and our goal is to improve the life chances of every learner irrespective of their starting point. We take the business of teaching and learning extremely seriously. Students are valued as individuals and we are passionately committed to their achievement, personal growth and excellence in everything we do. Students are encouraged to thrive in all areas of learning, in the classroom and beyond.

A wide range of clubs and activities take place outside normal lesson times. These include sport, drama, music and outdoor activities. Field trips are organised by the geography, history and science departments each year, and many other subjects also run visits to museums, galleries, theatres and so on. A range of residential experiences including trips abroad are offered.

## Our Staff

There are currently 125 staff in school. Both teaching and support staff are dedicated and committed to supporting high quality learning outcomes for all.

In addition to the Headteacher, the Senior Leadership Team has a Deputy Headteacher and five Assistant Headteachers.

The Senior Leadership Team provide link line management for all Heads of Department. Strong emphasis is placed on all teachers and support staff being leaders of learning and all middle leaders, TLR holders and those with a specific Teaching and Learning responsibility are expected to contribute to developing their curriculum area as well as whole school developments.

We are committed to the professional development of all staff wherever they are in their career. The Mercia Learning Trust's Teaching School enables us to support the training of new teachers through our ITT programme with Sheffield University and Sheffield Hallam University or through our partnership with Teach First. The Trust guarantees a personalised programme of CPDL based on career aspirations and school priorities.

## Our Facilities

In January 2009 the school moved into a new building which provides excellent facilities for learning. There are well-equipped teaching rooms for all subjects, all with interactive whiteboards and multi-media projectors. In addition there are specialist teaching rooms for technology, science, music, art and drama. There is excellent access to ICT to enhance learning whenever it is appropriate.



Sports facilities are excellent with a full-sized Sports Hall, fitness suite, all-weather pitch, tennis and netball courts and extensive playing fields. Facilities for performances are also excellent. In addition to separate dance and drama studios, there is a large Hall with advanced lighting and sound equipment that can seat 350 for assemblies, concerts and plays.

## School Organisation

The school operates a five period day and each lesson is an hour long. Students study a broad range of subjects within different grouping arrangements. Some subjects are set according to ability whereas other subjects are taught in mixed ability groups. A review of grouping arrangements and progress data takes place at regular intervals throughout the year to ensure all students are working at their very best.

We have an excellent reward system in place to acknowledge positive attitudes to learning, the school community, attendance and academic progress. Every student has a school planner that logs reward stamps from teachers and support staff and these count towards half termly rewards and the 'Top 50' Club. We celebrate all the achievements of our students at a formal Achievement Ceremony at the end of the academic year.

Governors and parents play an active role within the school. Our families are hugely supportive of the school. The school's reputation is very positive within the community and beyond and this is reflected in the number of families applying for entry to the school in year 7. Year 7 has been full with a waiting list for the last 3 years.

**Ofsted Said**

*The curriculum is well matched to the needs of the pupils and they make good progress*

## THE MERCIA LEARNING TRUST

The Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest on any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they were our own, and to measure our actions and impact against this.

The Trust was originally founded around King Ecgbert Secondary School. However, very quickly a multi-academy partnership formed with two feeder schools (Nether Edge Primary and Totley Primary). This was followed by further growth with a local secondary (Newfield School) and primary (Valley Park Primary). In 2018 the Trust opened a brand new secondary school (Mercia School) to meet the need for local population expansion. Currently we educate approximately 3600 students from ages 2-18+, although this will increase to around 5000 as our current schools grow in the next few years.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our trust.

Alongside our pupils, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams. This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French
CEO

## Trust Moral Purpose

We share the same moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives... The statement, "Realising Potential. Transforming Lives.", summarises this commitment.

## Mission

Working as individual schools, and in partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they are our own, and to measure our actions and impact against this.

## Staff Principles

Six principles, shown in the MERCIA acrostic, underpin everything we do as staff in our trust.

- **Moral Purpose -** We exist to inspire pupils to realise their full potential and to lead happy, healthy and fulfilled lives.
- **Expectations -** We have exceptionally high expectations of everyone and pursue excellence.
- **Relentless focus on learning -** Helping every pupil learn successfully is the most important thing we do. We prioritise our time, energy and resources to ensure our curriculum and the environment for learning is exceptional.
- **Culture -** We demand consistency, kindness, tolerance and respect in all relationships; and that every member of staff goes above and beyond to achieve pupil success.
- **Impressive staff -** We are committed to recruiting, developing and retaining them, and helping them secure a healthy work-life balance.
- **Alignment -** We believe partnership brings profound benefit to each school, and that we are stronger together.

## Pupil Values

We want every pupil to realise their potential and to lead a happy, healthy and fulfilled life.
We expect a great deal from every pupil and these expectations are expressed in our six trust values:

- **Ambition** – we expect pupils to want to be the best they can be, to aspire to achieve success at school and in later life.
- **Strength** – we expect pupils to develop strength of character, determination and resilience to overcome the inevitable barriers to success that all people face.
- **Passion** – we expect pupils to become inquisitive and develop a thirst for knowledge and learning.
- **Independence** – we expect pupils to be organised, prepared and to develop personal responsibility.
- **Respect** – we expect pupils to show good manners, kindness, tolerance and exemplary behaviour at all times.
- **Endeavour** – we expect pupils to work hard, to fully engage and enjoy all aspects of school life: and preserve a healthy balance that maintains their wellbeing.

## The Mercia Pledge

Alongside our pupils, our staff are our greatest asset. We recognise that our success, and that of every pupil, is inextricably linked to our ability to attract, recruit, develop, retain and care for our staff. Whilst we demand absolute commitment to our moral purpose, mission and staff principles; the Mercia Pledge is our commitment to *all* staff.

Teaching staff can expect:

1. An outstanding primary and secondary Initial Teacher Training offer through the Mercia Learning Alliance
2. High-quality NQT and RQT induction and support
3. Effective annual appraisal and career conversations
4. Support to improve via targeted CPD and movement through a formal CPD career development pathway
5. To be included in strategic succession planning to develop and retain them
6. A commitment to reduce staff workload and increase staff wellbeing

Support staff can expect:

1. High-quality induction into a new role
2. Effective annual appraisal and career conversations
3. Support to improve via targeted CPD
4. To be included in strategic succession planning to develop and retain them
5. A commitment to reduce staff workload and increase staff wellbeing

**Advertisement**

# Science Intervention Teaching Assistant

**Grade 4 (£20,092 - £22,183 (actual £17,185 - £18,794 under 5 years' service)**
**37 hours per week/39 weeks per year**

Are you a graduate and thinking about a career in teaching? An exciting opportunity has arisen for a curriculum intervention assistant at Newfield School.

In order to best support and advance the learning of all students we are looking for a high calibre candidate with the ability to support in science. The successful candidate will be working with students of all ages (11-16) so needs to be able to tailor their teaching style and delivery to meet the needs of these different age groups.

The posts will include not only in class support within maths or science but also responsibility for the delivery of small intervention lessons. The successful candidate will be responsible for working with the rest of the relevant department to ensure rapid and sustained progress of the students they work with.

You will be passionate about science, developing young learners and committed to your future career, probably as a secondary school teacher. These roles would be perfect for candidates that would like to gain as much experience as possible in a school prior to starting.

This is a challenging position that requires a very disciplined and organised person. Each day will bring new challenges and hurdles but should provide immense satisfaction as the knowledge and ability of the students being supported improves.

You must have experience of working with children in education and be willing to support with their communication, learning and development skills. Applicants should be resilient, fast thinking and able to work independently. Most importantly, applicant will be passionate in supporting young people to achieve and thrive.

This is a challenging position that requires a very disciplined and organised applicant. Each day will bring new challenges and hurdles but should provide immense satisfaction.

The working hours for this post are 8am to 4pm Monday to Thursday and 8am to 3.30pm Friday.

To apply please submit a Trust application form to recruitment@merciatrust.co.uk Please note we do NOT accept CV's or Council application forms.

**Closing date for applications is Sunday 31 October 2021**

The Trust 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.

# JOB DESCRIPTION

| | |
|---|---|
| **Post Title:** | Science Intervention Assistant<br><br>*This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification |
| **Grade:** | 4 |
| **Hours/Weeks:** | 37 hours / 39 weeks per year |
| **Responsible to:** | Head of Science |
| **Responsible for:** | Not applicable |

**The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.**

**PURPOSE OF THE POST**

To work in collaboration with the Science department and specifically to:

- Deliver high quality intervention both in and out of the classroom setting
- Deliver small group interventions
- Help support and maximise the progress of students within the Science department

**KEY RESPONSIBILITIES**

The post holder must at all times carry out his/her duties and responsibilities within the spirit of 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.

- Use subject specific knowledge to support the progress of students in the Science department
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs

- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Support in the examination access arrangement provision
- Undertake appropriate and personalised after school provision and intervention for students
- Support in the care of students with physical disabilities
- Work with appropriate staff to establish an appropriate learning environment
- Work with teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Undertake marking of students' work and accurately record achievement/progress
- 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
- Provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- 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
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Any other related duties as they may arise.

All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

**WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

**GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

**PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: Oct 2021**

# PERSON SPECIFICATION

| | |
|---|---|
| **Post Title:** | Science Intervention Assistant |
| **Grade:** | 4 |
| **Hours/Weeks:** | 37 hours / 39 weeks per year |
| **Responsible to:** | Head of Science |
| **Responsible for:** | Not applicable |

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|---|---|---|
| Qualifications/ Training | • GCSE Grade C in English and Maths<br>• Minimum A Level or Equivalent L4 Sciences<br>• NVQ3 for Teaching Assistants or equivalent qualification or experience | • Degree in one of the Sciences or Applied Science |
| Experience | • Can manage the behaviour of pupils in a reasonable manner<br>• Experience of working with young people and children, including those with Special Educational Needs<br>• Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | • 2 years' experience of working with children in an educational setting |

| | | |
|---|---|---|
| | • Can complete and maintain pupil records | |
| Knowledge/Skills (Ability to) | • Knowledge and understanding of the National Curriculum as appropriate to the age of the child being supported<br>• Has an awareness of pupils with special educational needs<br>• Can plan, implement and evaluate learning activities<br>• Understanding principles of child development and learning processes<br>• Ability to self-evaluate learning needs and actively seek learning opportunities Interview<br>• Ability to relate well to children and adults<br>• Work constructively as part of a team, understanding classroom roles and responsibilities<br>• Has sound speaking and listening skills to extend language in discussion<br>• Can maintain trust and confidentiality where appropriate<br>*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 | |
| Personal Qualities | • Flexible<br>• Honest and reliable<br>• Calm under pressure<br>• Patient<br>• Empathetic with young people<br>• Team player<br>• High personal and professional standards | |

## Safeguarding

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance and we ensure that all appropriate measures are applied in relation to everyone who works for the Trust.

Safer recruitment practice includes scrutinising applicants, verifying identity, verifying qualifications, obtaining professional references, checking previous employment and ensuring that the successful candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking criminal convictions.

If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will be required to complete an enhanced DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## The Application Process

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact Ruth Cressey, Office Manager or email officemanager@newfield.sheffield.sch.uk

To apply, please email your completed application to recruitment@merciatrust.co.uk or send it in the post to:

Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield
S7 1RB

All applications that have been submitted electronically will receive an email confirming receipt.

**Please note that we do not accept CV's or Council application forms - applicants must submit an application form.**

Please also note that in all cases written references will be taken up BEFORE the final selection stage.

An email and/or letter will be sent to shortlisted candidates with details of the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

The closing date for applications is **Sunday 31 October 2021**

Mercia Learning Trust 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 therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.

If you have any further queries on any aspect of the application process, please contact The HR team, by emailing recruitment@merciatrust.co.uk