

**Building Brighter Futures**

RECRUITMENT PACK

Job Role: **Teaching Assistant Level 3**

Website: [www.inclusion.sheffield.sch.uk](http://www.inclusion.sheffield.sch.uk)

**Why we are here**

Welcome to the Sheffield Inclusion Centre and thank you for your interest in the vital and valued position of Teaching Assistant Level 3. We have recently received a ‘Good’ rating from Ofsted ([*https://files.ofsted.gov.uk/v1/file/50238878),*](https://files.ofsted.gov.uk/v1/file/50238878%29%2C)which is the result of a lot of hard work by staff and by pupils. Our pupils, despite being permanently excluded, are our strength. It is a pleasure to work with them and their families to support learning and to build brighter futures. Please come and visit us to see for yourself our amazing children and staff.

We feel we are the most important school in Sheffield; with some of the most vulnerable and at the same time vibrant children in the city. Many of our children have unsettled home lives and mental health difficulties. Therefore, it is important to role model behaviour and always show children unconditional positive regard.

Everything we do is based on relationships. Building trust, having integrity, empathy and a great sense of humour are all key to the success in this role.

We achieve our success with children using a range of personalised learning pathways and by surrounding the child with a team who care and believe in them. The team is made up of teachers, mentors, teaching assistants, therapists, youth workers, youth offending workers, transition coaches and many more. We are fortunate enough to be supported by a range of external agencies from the local authority (LA), the NHS and social care.

All our children have been permanently excluded from mainstream school. Children come to us with unmet Special Educational Needs and in some cases a full assessment of needs is carried out which results in an Education, Health and Care Plan (EHCP).

Our main site is on Spring Lane, but we now have 8 smaller campuses across Sheffield - please reference the website for locations.

**Our single purpose of Building Brighter Futures is based on these values**

* Everyone deserves a fresh start
* Everyone wants more success when they start to feel success
* Everyone functions and learns better when they feel safe and there are routines
* Everyone needs others to believe in them and care for them and respect them
* Everyone needs support to alter their behaviours and mindset
* Everyone needs to know about the opportunities in order to take them
* Everyone learns differently and at a different pace.

We know when our children start with us, they will have many gaps in their learning. This will be for a number of reasons. As educators, our job is to quickly work out where the gaps exist and plug them; all the time building confidence and a sense of success they may not have experienced before.

It is vital that we have high expectations for our children so we give them the best start in life, tooled up with skills and knowledge ready for their next phase of learning. Every minute at school should be seen as an opportunity to help the child to make progress whether it be academically, socially or emotionally. The curriculum offered at the centre is personalised in order to meet the individual needs of each pupil.

​We look forward to receiving your application and please do not hesitate to request a visit or more information.

**About the Role**

**Job Title:** Teaching Assistant

**Contract:** Temporary posts available – ending 31 August 2026

Term time only

37 hours per week

**Salary: Grade 5** £30,024 – actual salary £25824 pay award pending

**Start Date:** ASAP

**Closing date:** Until positions are filled

­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you want to make a difference to young lives? At Sheffield Inclusion Centre we are looking for energetic, enthusiastic people to work with our young people.

We are looking to appoint a Teaching Assistant Level 3 and would welcome applicants from a variety of backgrounds and work experiences. Your big personality is more important to us than your qualifications.

**Applicants will ideally meet the following criteria:**

* confident
* energetic
* good sense of humour
* team player
* flexible

It is an exciting time to join us as we reshape our service to better suit the needs of the city’s children and young people. The successful applicant will join the teaching assistant team.

Main responsibilities include:

* to be a dependable, consistent person for our children
* to support learning in classes
* to provide supervision and interaction at social times
* to be a visible and supportive presence in school
* to liaise with home, school and external agencies
* to be vigilant of safeguarding concerns and report them

We are a multi-site school, therefore, holding a driving licence would be advantageous.

In turn, we can offer our commitment to your professional development and the opportunity to make a real difference to the lives of our children.

Our salaries are some of the best in the city. You will also have 13 weeks holiday.

**What’s not to love – great salary, great holidays and great children! Come and join us.**

Application packs are available to download from our website [www.inclusion.sheffield.sch.uk](http://www.inclusion.sheffield.sch.uk) or [www.sheffield.gov.uk](http://www.sheffield.gov.uk) – jobs page.

Please return your completed application form to Sheffield Inclusion Centre by email to enquiries@inclusion.sheffield.sch.uk

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults. We 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.  Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

|  |
| --- |
| **Job Description** |
| Job Title: | Teaching Assistant |
| Grade: | 5 (inclusive of JWCs) Special School |
| Responsible to: | Line Manager as defined in staffing structure |
| Purpose of job: | To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities |
| Main Duties and Responsibilities: | **The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of City Council 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 |
| 1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of IEPs
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement
 |
| SUPPORT FOR THE TEACHER |
| 1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of pupils’ work and accurately record achievement/progress
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
8. 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
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
 |
| SUPPORT FOR THE CURRICULUM |
| 1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources
 |
| 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. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of pupils’ out of school hours learning activities
10. Supervise pupils on visits, trips and out of school activities as required
 |

Any other duties and responsibilities appropriate to the grade and roleAll the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety. |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Minimum Essential | Method of Assessment |
| Skills /Knowledge |  |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation | Application Form, Interview |
| Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies | Interview |
| Understanding of principles of child development and learning processes  | Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Interview |
| Ability to relate well to children and adults | Interview |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Interview |
| Can use ICT effectively to support learning | Interview |
| Use of other equipment technology – video, photocopier | Interview |
| Has sound speaking and listening skills to extend language in discussion | Interview |
| Can plan, implement and evaluate learning activities | Interview |
| Has experience of pupil assessment | Interview |
| Can manage the behaviour of pupils in an appropriate manner | Application Form, Interview |
| Has a caring positive attitude towards pupils welfare | Interview |
| Has an awareness of pupils with special educational needs | interview |
| Can maintain trust and confidentiality where appropriate | Interview |

|  |  |
| --- | --- |
| Can assist the school in forming a partnership with parents | Application Form, Interview |
| Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | Application Form, Interview |
| Can complete and maintain pupils records | Interview |
| **Experience, qualifications, and training (if any)** |  |
| Appropriate qualification for Nursery setting (if working with early years) | Application Form |
| NVQ3 for Teaching Assistants or equivalent qualification or experience. Training will be available for the right candidate. | Application Form |
| Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. | Application Form |
| Appropriate first aid training | Application Form |
| Be willing to undertake essential training including Team Teach | Application Form, Interview |
| Experience working with children of relevant age | Application Form, Interview |
| Be willing to undertake essential training, including Team Teach | Application Form. Interview |
| Work related circumstances |  |
| Can allocate some contractual time to after school staff meetings when appropriate | Application Form, Interview |
| Can allocate some contractual time to the whole of, or part of, staff training days when appropriate | Application Form, Interview |
| Can maintain personal presentation that sets high standards for the pupils | Application Form, Interview |
| To carry out home visits, as required, liaising with PRU staff, pupils and their families/carers | Application Form, Interview |
| Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc. | Application Form, Interview |