Maltby Manor Academy

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Maltby Manor Academy.

We hope that the information contained within this pack will help you decide whether Maltby Manor Academy is the right place for the next stage of your career.

Maltby Manor Academy is a successful and nurturing primary academy providing education for children aged 3-11, including a thriving nursery provision. As part of Place Partnership, we are united by a shared vision that people belong, place matters, and purpose lasts, and we are committed to ensuring every child receives the very best start in life.

At Maltby Manor Academy, we are proud of the warm, inclusive and ambitious culture we have created. Our staff are passionate about ensuring that every child feels valued, supported and inspired to achieve their full potential. We believe that strong relationships, high expectations and excellent teaching provide the foundations for success both inside and outside the classroom.

We work closely with families and the wider community to create a positive learning environment where children can develop academically, socially and emotionally. Through a broad and engaging curriculum, alongside rich enrichment opportunities, we encourage curiosity, resilience, confidence and a lifelong love of learning.

At Maltby Manor Academy, we are committed to helping every child flourish while creating a supportive environment in which colleagues can develop and thrive. If you share our passion for inspiring young people and making a lasting difference, we would be delighted to hear from you.



Yours sincerely,

Kate Atkin
Principal



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form
7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, **place** matters, **purpose** lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Our Values

Value Our People
We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Take Pride in Our Place
We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.

Act with Enduring Purpose
We focus on what matters most, our young people, making decisions that stand the test of time.

Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:

- Generous annual leave entitlement for full-time colleagues, rising with length of service.
- A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.
- A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.
- Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.
- Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.
- A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.
- Staff recognition programmes celebrating excellence, dedication, and positive impact.
- Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.



About Maltby Manor Academy

- Maltby Manor Academy is a successful 3-11 primary academy, including nursery provision, located in Maltby, Rotherham.
- We are a welcoming and inclusive academy where every child is known, valued and supported to achieve their full potential.
- We are committed to providing a broad, engaging and ambitious curriculum that develops confident, resilient and successful learners.
- We foster strong partnerships with families and the local community to help ensure children thrive both academically and personally.
- We have been recognised by Ofsted for the strong relationships and positive culture throughout the academy.
- We are dedicated to ensuring children are well prepared for the next stage of their education and equipped with the knowledge, skills and character needed for future success.
- We offer a supportive and collaborative workplace where colleagues benefit from professional development and opportunities to work across the wider Place Partnership family.

Ofsted Report 2023

The Principal, with the effective support of senior leaders, governors and the Trust, has brought about much improvement to the quality of education on offer. Expectations and aspirations have been raised. The school continues to improve quickly.





Pupils are at the heart of this nurturing and vibrant school. They feel safe and valued as individuals. Pupils form strong relationships with the staff.

Place Partnership
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Teaching Assistant

Location: Maltby Manor Academy
Salary: Band D, Point 5 to 6, £26,427 to £26,847 FTE
Actual Salary: £6,659 to £6,765 per annum
Contract: 11 hours per week, Term Time + 2 Inset Days, Permanent

About the Role

An exciting opportunity has arisen at **Maltby Manor Academy** for an exceptional **Teaching Assistant** to work with an experienced and highly motivated team of professionals.

Maltby Manor Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom who work together to achieve our Trust Vision - Create a Multi Academy Trust where every child, colleague and community feels a strong sense of belonging, pride and purpose. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve. If you feel you would like to be a part of that team and could make a valuable contribution to driving standards and performance to the next level, we would like to hear from you.

A visit to the Academy, so you can meet the team and other key leaders is warmly welcomed, to enable you to discuss the post in more detail.

About You

The successful candidate will...

- Be committed to Place Partnership's Vision and Values and the Academy's Core Learning Characteristics.
- Be a driven, proactive, and positive individual with an unwavering commitment to continuously improving their own standards.
- Have a true growth mindset, exceptional work ethic and a sense of humour.
- Be able to communicate effectively and concisely.
- Be able to work on their own initiative and as part of a team.
- Have experience and a desire to work with young people.
- Have the confidence to support behaviour in a positive manner and support students with a wide range of abilities and learning needs.
- Have the knowledge and experience of the context in which Maltby Manor Academy operates.

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About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact **Mrs C Cribbis** via email ccribbis@maltbymanoracademy.com

Closing Date: Thursday 10th December 2026

Interviews are expected to take place: Thursday 17th December 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.

Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

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Role Description
Teaching Assistant

NJC Pay Range:	Band D
Responsible To:	Class Teacher

Main Purpose of the Post

- To deliver work programmes to individuals/groups of students under the direction and supervision of the class teacher enabling them to achieve their full potential.
- To support students in groups and on a one-to-one basis, including those with SEND/SEMH and EHCP needs to ensure they can effectively access the curriculum.
- To support the Academy in ensuring high standards of student behaviour in the classroom and around the Academy, dealing promptly with conflict and incidents in line with school policy and encouraging students to take responsibility for their own behaviour.
- To support the classroom teacher with basic administrative tasks.

Key Areas of Responsibility

Student Support

- Establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To assist with the development and implementation of Individual Education Plans (IEPs).
- To use specialist (curricular/learning) skills, training and experience to support students.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- To support students consistently whilst recognising and responding to their individual needs, ensuring their safety and access to learning.
- To participate in the delivery of specific interventions to small groups of targeted students.
- To be aware of student problems/progress/achievements providing feedback to students and reporting to the class teacher as appropriate.
- To encourage students to interact and work cooperatively with others.
- To promote positive values and attitudes including independence, resilience and self-reliance.
- To attend to the student's personal needs and implement related personal programmes including social health, physical, hygiene, first aid and welfare matters.
- To support the movement and handling of students with disabilities around the Academy.

Class Teacher Support

- To work with the class teacher to establish an appropriate learning environment, prepare the classroom as directed for lessons, and clear afterwards, and assist with the display of students' work.
- To determine the need for, prepare and maintain general/specialist equipment and resources as directed by the teacher and to assist students in their use.
- To support the delivery of activities and programmes, monitoring and evaluating students' responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.

- To undertake student record keeping as requested, contributing to reviews, and accurately recording progress and achievement.
- To liaise sensitively with parents/carers as directed.
- To accompany staff and students on visits and trips out of the Academy as required.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

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Role Description
Supplementary Information

NJC Pay Range:	Band D

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

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Person Specification
Teaching Assistant

	Essential	Desirable
Qualifications and Training	• GCSE English and Maths A* - C or equivalent. • Good literacy, numeracy and IT skills.	• First Aid Training. • Full clean driving licence. • Level 3 Teaching Assistant qualification / NVQ Level 3 or equivalent.
Experience, Knowledge and Understanding	• Ability to stay calm under pressure and meet deadlines. • Ability to be self-directed. • Ability to work within a team. • Good organisational skills. • Confidence to work with a wide range of people and abilities. • Ability to use basic IT packages such as Microsoft Office.	• An awareness of the factors which affect the way people learn. • Ability to think creatively and contribute new ideas.
Skills and Attitude	• Ability to promote a positive ethos and role model positive attributes. • Experience of working with young people.	• Ability to bring experiences to the school which enrich and enhance the community. • Previous experience of having worked in an education.
Personal Qualities and Attributes	• Commitment to personal continuous professional development. • Ability to communicate effectively and concisely. • Ability to build effective working relationships with students and colleagues.	
Commitment	• Commitment to diversity and equality of opportunity in all working practices.	

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*

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Postholder Acceptance

I acknowledge receipt of this job description and understand the expectations associated with the role.

Postholder Name .....

Postholder Signature .....

Date .....

Maltby Manor Academy

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