

Recruitment Information for Applicants

Teaching Assistant Level 2



Watercliffe Meadow

Our school is committed to safeguarding and promoting the welfare of children and young people expects all staff to share this commitment.

We will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our children.

Contents

Post Advertisement

Letter from the Headteacher and Head of School

About Watercliffe Meadow

Job Description

Person Specification

The Appointment Process



Permanent Teaching Assistant – Level 2

35 hours per week Monday to Friday, 39 weeks per year

£24,790 - £25,183 (pro rata)

Number on roll 500 FTE (including nursery pupils)

An exciting opportunity has arisen to appoint a Level 2 Teaching Assistant from January 2025 to join our successful, innovative and inclusive school. Watercliffe Meadow was judged as a “good” school with “outstanding features” by Ofsted in February 2020.

We are seeking to permanently appoint an experienced Level 2 Teaching Assistant to join our enthusiastic team to work in our Foundation Stage, to work with happy, motivated children and families who want to learn at Watercliffe Meadow.

We will consider applicants who wish to job share this role, providing suitable job share partners can be found within the recruitment process. This would involve working between two and a half days to three days per week, starting at 8.30am and working to at least 3.30pm. If you wish to discuss this further, please get in touch.

We need:

- Excellent teaching assistants who are passionate about making a difference
- Professionals who see themselves as learners
- Teaching assistants who can inspire children and are committed to making learning meaningful, fun and special for every single child
- People who are good communicators and team players
- Creative thinkers

Visits to the school are warmly welcomed and encouraged, please email rstone@watercliffe.sheffield.sch.uk

If you are applying online from the council website, please download and complete the word version of the application form. We request that applicants do not use the Sheffield City Council on-line application process.

Closing date – Wednesday 4th December 11.59pm

Shortlisting – Thursday 5th December

Interviews – Tuesday 10th December

Start date – Monday 6th January 2025

Applications will be considered as they are received and we therefore urge candidates to submit an application as soon as possible. We reserve the right to close this vacancy before the specified closing date.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced DBS prior to employment commencing. Online checks will be carried out on all shortlisted candidates.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Watercliffe Meadow is located within the Burngreave Ward of Sheffield. We support an inclusive culture and diversity for our staff and students. We are committed to encouraging further growth from diverse groups. We currently have an under representation from BAME. As such, we particularly welcome applicants from this group.

Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.



Dear Candidate,

Welcome to Watercliffe Meadow

Thank you for your interest in this role at our school. We are delighted that you are taking the time to find out more about the special place that Watercliffe Meadow is.

We firmly believe that choosing the right school for you is a very important decision to make and this is why, wherever possible, we always highly encourage potential candidates to visit us and take a tour before making the decision to apply.

We are an OFSTED rated good school (February 2020) and have an excellent reputation for being highly inclusive. We have had a stable leadership team since opening, with many of our senior leaders being with us from the first day of opening.

If you would like to learn more about us, please visit our website: www.watercliffemeadow.com

We look forward to receiving your application.

Kind regards



C. L. Bradley

Ian Read
Headteacher

Claire Bradley
Head of School

A place for learning



About Watercliffe Meadow



Watercliffe Meadow is an over-subscribed two form entry primary school with nursery, with 500 pupils on roll. Although we are a relatively large primary, many people refer to us as a big happy family.

Watercliffe Meadow opened in 2008, after the closure of Watermead and Busk Meadow infants and Shirecliffe Junior School. We have many long serving members of staff, with a third of them being with us from our first day of opening after having worked at the three schools that closed.

Our Headteacher is highly respected in Sheffield for his work with Learn Sheffield and the Local Authority and is supported by our Head of School, who has taught in Shirecliffe for over 28 years. They both were instrumental in the opening of Watercliffe Meadow.

We are very lucky to have a modern and well-resourced building with two MUGAs, a playing field/running track and two staff car parks. Unlike many schools, we have our own employed catering team.

We are proud to be a local authority maintained school with a supportive governing body.

Why work with us?

- A community that feels like a family
- Professional and personal support
- Excellent CPD progression opportunities
- A sense of belonging
- A Golden Week every term

Our Mission Statement



Watercliffe Meadow is a happy, caring place for learning. Everyone has the chance to explore, discover and develop their unique qualities, skills, gifts and talents. We feel good about who we are. Together, we can help to make the world a better place.



This is our 'mission statement'. Staff, children, parents and governors all worked together to create these simple statements that explain what we are about and what our vision and aims are for our learning community. Our children have even written a song about it!

We all know that the world is a fast and ever-changing place. What we want to do above all things is to prepare our children, not only to survive in the world of the 21st Century but also to find their place and to be able to flourish within it. To do this, we know that we must provide a stable and caring environment where learning is valued, and where children (and adults) have access to a wide range of exciting learning opportunities that will help them develop their knowledge, skills and attitudes so that everyone can become successful and content in life.

We want our children to become independent learners, to have the chance to discover and feel confident about their own uniqueness and also to be able to appreciate the wider world and the importance of working together to make things better. Our staff are dedicated to making this happen. We truly believe that, by working together, we can achieve the aims of our mission statement.

How to find us!

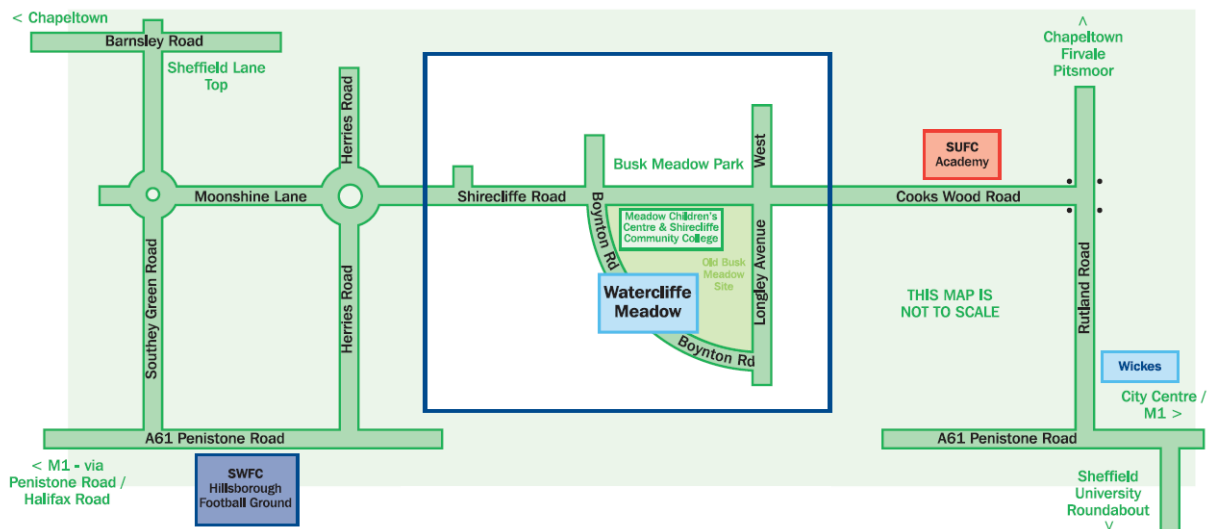


Watercliffe Meadow
Boynton Road, Sheffield, S5 7HL.
Telephone 0114 2326603

Email: office@watercliffe.sheffield.sch.uk


Directions...

We are at the end of Boynton Road which can be accessed either from Shirecliffe Road or Longley Avenue West. Our main car park is at the end of Boynton Road coming from the Shirecliffe Road entrance.



JOB DESCRIPTION

Ref: JD-TAL2-Dec24

CHILDREN AND YOUNG PEOPLE'S SERVICE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
	WATERCLIFFE MEADOW COMMUNITY PRIMARY SCHOOL
POST TITLE	TEACHING ASSISTANT – LEVEL 2
GRADE	Grade 3 SCP 5-6 £24,790 - £25,183 (pro-rata)
HOURS/WEEKS	Pro Rata 35 hours for 39 weeks (term-time and training days)
RESPONSIBLE TO	HEADTEACHER, HEAD OF SCHOOL and/or ASSISTANT HEADTEACHER
RESPONSIBLE FOR	N/A
PURPOSE OF JOB	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none">• Good literacy/numeracy skills• NVQ 2 for Teaching Assistants or equivalent qualifications or experience• Training in the relevant learning strategies e.g. literacy

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies, within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with pupils and interact with them according to individual needs
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher
6. Set challenging and demanding expectations and promote self-esteem and independence
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
9. Any other related duties as may arise.

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

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Level 2 Teaching Assistant Person Specification

MINIMUM REQUIREMENTS	Essential (E) Desirable (D)	METHOD OF ASSESSMENT
Skills/Knowledge		
Effective use of ICT to support learning	E	Application form
The ability to motivate and nurture children	E	Application form / Interview
A commitment to raise achievement and standards	E	Application form / Interview
Interest in supporting the learning of children with SEN	E	Application form / Interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation	E	Application form / Interview
Basic understanding of child development and learning	E	Application form / Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	E	Application form / References
Ability to relate well to children and adults	E	Interview / References
Work constructively as part of a team, understand classroom roles and responsibilities	E	Application form / Interview / References
Willingness to undertake CPD/Training as appropriate	E	Application form / Interview
Able to prioritise their own workload, working accurately and to deadlines	E	Application form / References
Experience/Qualifications/Training etc.		
Working with or caring for children in Foundation Stage	E	Application form
Good numeracy/literacy skills	E	Application form
NVQ2 for Teaching Assistant or equivalent qualifications (ie supporting teaching and learning in schools) or experience	E	Application form
Experience in planning/assessment/delivering activities	E / D	Application form / Interview
Experience of tracking interventions and monitoring impact of these	D	Application form / Interview
Read Write Inc training	D	Application form
Work Related Circumstances (including Working conditions)		
Understanding of Child Protection/Safeguarding in schools	E	Application form / Interview

The Appointment Process

1. The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CV's are not accepted.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present appointment is, which establishment you work in and who your employer is.

4. Previous Employment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regards to contact addresses including email and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take care to demonstrate how you meet the person specification included as part of these details.

Please limit your supporting statement to two sides of A4 in size 11 font.

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to interview stage. We would ask that all shortlisted applicants read the safeguarding information on our website prior to attending the interview.

8. The Interview

Shortlisted candidates invited to interview will be contacted as soon as possible after shortlisting has taken place.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for employment. It is hoped that this information will help you with future applications.

10. Completed Applications

Please return your completed application form wherever possible, by email to rstone@watercliffe.sheffield.sch.uk by the closing date.