

APPLICANT

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NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

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 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 Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@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



Advertisement

Post: Teaching Assistant Level 2

Contract Term: Permanent

Contract Type: 37 Hours per week/39 weeks per year

FT Salary: Grade 3 (currently £21,575 to £21,968)

Actual Salary: £18,557 – £18,895 (with under 5 years service)

Commencement Date: September 2023

An exciting opportunity has arisen for a Level 2 Teaching Assistant at Newfield School. Whilst this is a full-time role, part-time applicants would be considered. The successful candidate will provide in class support to SEND students within a variety of subject areas. The role will include working under the teacher's direction to promote learning with students across continuous provision.

Ideal for someone wanting to pursue a career in teaching we are looking for a caring, motivated and flexible individual who has a commitment to raising standards. In addition to good numeracy and literacy skills, the essential requirements are excellent communication and interpersonal skills. Experience of working with young people in a school setting and providing general student support is essential.

Newfield School is part of Mercia Learning Trust, one of the most successful Trusts in the Yorkshire and Humber region, changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

You will be passionate and committed in supporting young people both in and out of the classroom and have a robust knowledge of how special educational needs can impact young people. You will have an understanding of the Curriculum and be enthusiastic in supporting the rapid progress of all students.

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. Initially for one year there could be the opportunity for this to be extended for outstanding members of staff.

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

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 11 June 2023**

Interviews are expected to take place week commencing **19 June**

Job Description

Post Title:	Teaching Assistant Level 2 *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:	3
Hours/Weeks:	37 Hours, Term Time Only
Responsible to:	SEND Manager
Responsible for:	N/A

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 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

KEY RESPONSIBILITIES

Support for Students

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

Support for the Teacher

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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
- Establish constructive relationships with parents/carers
- Undertake marking of groups of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national curriculums
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 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

- 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/use of CPOMS.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- 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.
- Any other related duties as may arise.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- 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 will be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To ensure accurate employee records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- To contribute to the Mercia Learning Trust overall development to ensure that the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- 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 whole school events as and when required.
- 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 CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: May 2023

Person Specification

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Responsible to:	SEND Manager
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	GCSE Grade C in English and Maths	Level 2 Teaching Assistant Qualification or Equivalent
Experience	<p>Has an awareness of pupils with special educational needs</p> <p>Basic understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities Interview</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities</p>	<p>Knowledge and understanding of the National Curriculum as appropriate to the age of the child being supported</p> <p>2 years' experience of working 1:1 with children who have specific additional needs</p> <p>Experience in Early Years Setting</p>

	Can maintain trust and confidentiality where appropriate	
Knowledge/Skills (Ability to)	Experience of working with young people and children, including those with Special Educational Needs	
Personal Qualities	Flexible Honest and reliable Calm under pressure Patient Empathetic with young people Team player High personal and professional standards	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.mercialearningtrust.co.uk
- Email your completed application to recruitment@mercialearningtrust.co.uk or post it to:
 MLT Recruitment Team
 Mercia Learning Trust
 79 Glen Road
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- 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.

Further information:

- Take a look at www.merctrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merctrust.co.uk.

Closing date for applications is **Sunday 11 June 2023**

Interviews will take place week commencing **19 June 2023**

The small print

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. 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 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. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.