



TEACHING ASSISTANT LEVEL 2

Contract Type	37 hours, term time only	Start Date	Following recruitment checks
Contract Term	Permanent	Closing Date	Tuesday 16 April 2024
Salary	£23,500 to £23,893 FTE	Location	Norton Avenue, Sheffield
Actual Salary	£20,213 to £20,551 (with under 5 years' service)	Interview date	WC 22 April 2024

The School

Woodlands Primary School is a 2-form entry primary and nursery for children aged 2-11 in the vibrant South Sheffield community of Gleadless Valley. They popular and over-subscribed school has around 500 pupils.

In February 2022, Ofsted graded Woodlands as strongly Good. Woodlands is part of Mercia Learning Trust, and enjoys the numerous benefits of being part of a successful and growing multi-academy trust.

If you share our belief in high expectations for all children, possess resilience and a strong work ethic, we would love to hear from you.

The Role

Woodlands Primary School is seeking to appoint an experienced and enthusiastic Teaching Assistant at Level 2 to join our hardworking and supportive team. The successful candidate will work with a brilliant staff team and a forward thinking, passionate Senior Leadership Team to support the youngest children in school. We want someone who understands how children develop, who understands the early stages of learning and someone who delivers everything in a high quality way.

As a Teaching Assistant, this is a vital role in supporting the classroom teacher, assisting in the delivery of engaging lessons and providing individualised attention to students. The responsibilities will include facilitating small group activities, helping to create a positive learning environment, and offering support to children with additional needs.

The Candidate

Ambitious and a team player, you will have the vision, enthusiasm and drive to build on the strong foundations that already exist in the school. You will be innovative and resilient as well as supportive of colleagues and students. You will be passionate about working within the primary setting, participating in CPD opportunities and responding effectively to feedback.

The right candidate will:

- Have an understanding of early child development and apply this in the classroom



- deliver high quality support/interventions for both groups and individuals
- develop positive relationships with students, parents and staff
- have strong Numerical Skills
- have strong literacy skills, to be able to deliver small group phonics
- have experience ideally gained within a busy and demanding environment
- have an ability to work using their own initiative
- have an alignment to a can-do culture
- possess the capability to maintain effective relationships
- have a high level of communication skills and the ability to relate positively to children and adults
- display the talent to adapt to changing situations and learn new skills
- own a keen eye for ensuring the safety of our pupils
- hold strong principles that are aligned with the school

As a person you should be professional and committed to improving the lives of the children in our school as well as safeguarding their wellbeing and happiness and developing them as people.



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 / 39 weeks per year
Responsible to:	Headteacher
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 PUPILS

- 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. The post is also to work in EYFS, however we reserve the right to place you in other key stages within school to suit business need.

Issue date: February 2024



PERSON SPECIFICATION

Post Title:	Teaching Assistant Level 2
Grade:	3
Hours/Weeks:	37 hours / 39 weeks per year
Responsible to:	Headteacher
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</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>Can maintain trust and confidentiality where appropriate</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>



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	

HOW TO APPLY

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.mericiatrust.co.uk
- Email your completed application to recruitment@mericiatrust.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.merciatrust.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 239 6464 or enquiries@woodlands.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is **Tuesday 16 April 2024**

Interviews are provisionally schedule for **WC 22 April 2024**.

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.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

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.