Briefing Pack for Applicants
Teaching Assistant Level 2

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

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

Minerva
Learning Trust

Contents

Section 1: Post Advertisement 1
Section 2: Letter from the Chief Executive – Bev Matthews 2
Section 4: About Woodthorpe Community Primary School 4
Section 5: Job Description 6
Section 6: Person Specification 9
Section 7: The Appointment Process 11

Section 1: Post Advertisement

Post:	**Teaching Assistant Level 2**
Location:	**Woodthorpe Community Primary School**
Pay scale:	**NJC Grade 3, Point 5 to 6, currently £19,650 to £20,043 gross per annum pro rata**
Contract:	**Full time, Permanent, 32.5 hours per week x term time (39 weeks)**
Actual Annual Salary:	**£14,763-£15,058** (Under 5 Years Service)
Start date:	**01 September 2022**

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

We are seeking to appoint a Level 2 Teaching Assistant. The successful candidate will be responsible for the supervising and providing particular support for students, including those with special needs, ensuring their safety and access to learning activities. We are looking for someone who can work as part of a team to ensure the highest delivery of service. Experience in Foundation Stage or Key Stage 1 would be an advantage but isn't essential. The successful candidate will join an exceptional team of support staff. Teamwork and the community are at the heart of what we do.

If you have the passion to be a key part of the Support for Learning team, are able to positively contribute to our ethos and have the drive to make a difference for our school, we would like to hear from you. Candidates are encouraged to visit the school or have an informal discussion about the role with the headteacher. Arrangements for this can be made by contacting Sarah Brown on 0114 2399167 or via email enquiries@woodthorpe.sheffield.sch.uk

The closing date is 9am on Thursday 7th July 2022 and interviews will take place on Thursday 14th July 2022.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check.

Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post of Teaching Assistant at Woodthorpe Primary.
We are proud to be part of the Minerva Learning Trust, and proud of all our amazing children. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support all our children in excelling across the curriculum.

At Woodthorpe Primary it is our mission to provide a curriculum which is **engaging**, **exciting**, **relevant** and **fun** for all learners in the 21st century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this children are given opportunities to develop learning attributes that will support them throughout their lives.

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for **all** our pupils, then we look forward to receiving your application.



Dave Smith
Woodthorpe Primary School Headteacher

Section 4: About Woodthorpe Community Primary School

Our School Aims & Mission

Learning together we will . . .

Understand and accept the rights and responsibilities of being citizens of the future

Be able to adapt to new challenges and offer enterprising solutions

Be active contributors to the wider community

Be ambitious and take pride in our achievements

Achieve high standards in all areas of the curriculum

Develop ourselves as courageous, self motivated, independent and collaborative learners

Value and care for others in the local community and the wider world

Achieve our full potential as well rounded individuals

We will discover, value and enjoy our diverse society

. . . Learning together.

Our Mission

To achieve these aims we will provide:

- A happy, healthy, safe and secure environment
- A school site providing the resources for an innovative and exciting learning environment for the 21st Century
- High quality teaching across the whole curriculum
- A rich, challenging and relevant curriculum
- A wide range of extra-curricular opportunities
- Opportunities for pupils to play a part in developing their school and community
- A professional, skilled, highly motivated staff team committed to the ethos and aims of the school
- A staff team increasingly reflective of the diversity within the local and wider community
- Opportunities for parents to be active partners in the education of their children and the life of the school.
- A commitment to place the school within the community as a resource for lifelong learning and a partner in regeneration.
- School leadership focused on continuous improvement.
- Effective management systems which support the drive to raise standards.

Equality Information and Objectives

Our school aims to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

Our **Equality information and Objectives** document is available to download.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: www.woodthorpeprimary.co.uk

Section 5: Job Description

Minerva Learning Trust Job Description

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Teaching Assistant Level 2
GRADE/SALARY	Grade 3
HOURS/WEEKS	32.5 hours x 39 weeks (term time)
LOCATION	Woodthorpe Community Primary School
RESPONSIBLE TO	Headteacher
PURPOSE OF THE JOB	• To offer extra support to teachers, supporting some children with complex learning needs such as Autism, ADHD, Speech and Language Difficulties and Physical Disabilities. • To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils. Work may be carried out in the classroom or outside the main teaching area
RELEVANT QUALIFICATIONS	• Good standard of literacy and Numeracy to GCSE/Level 2. • NVQ 2 for teaching assistants or equivalent qualifications or experience • Training in the relevant learning strategies e.g. Literacy • First Aid trained (training will be provided).

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

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 Individual Support Plans and Care Plans.
- 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.
- 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.
- Establish constructive relationships with parents/carers

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 learning strategies e.g. literacy, numeracy, KS1, KS2 and early years depending upon area of work.
- 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 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.

SAFEGUARDING

To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

- To actively promote the school and Trust's policies.

- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

2. The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.

3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification

Minerva Learning Trust Person Specification

Post title: Teaching Assistant Level 2

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
NVQ Level 2 qualification e.g. GCSEs Grades 4-9, or evidence of the equivalent level of knowledge gained through work experience	AF/I
KNOWLEDGE AND EXPERIENCE	
Experience of working in a mainstream school	AF/I
Experience of working as a Teaching Assistant or equivalent	AF/I
Experiences of working with students with special/additional education needs	AF/I
Understanding of special educational needs and associated social, emotional and behavioural impact.	AF/I
Ability to provide clear expression both verbally and in writing	AF/I
Working in an environment where literacy and numeracy skills have been demonstrated	AF/I
Ability to demonstrate sensitivity to the pupils needs	AF/I
Understanding of pupils' needs in order to support them effectively by personalised and differentiated learning	AF/I
Knowledge of issues and needs that affect behaviour and strategies to support	AF/I
Knowledge of the range of ways that pupils learn and how to motivate them	AF/I
Full understanding of the range of multi-agency support required and available to pupils.	AF/I
Full working knowledge of relevant safeguarding, equality and health and safety policies, codes of practice and legislation	AF/I
PROFESSIONAL DEVELOPMENT	
Evidence of a commitment to Continuous Professional Development	AF/I
Willingness to undertake relevant development for the role	AF/I
SKILLS AND ATTRIBUTES	
Ability to relate well to children and adults and to build positive relationships	AF/I
Ability to use a range of strategies to support positive behaviour and self-regulation	AF/I
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	AF/I

Ability to deliver pre-planned programmes of work to children using personalised strategies to support reluctant learners to engage and achieve learning goals/objectives	AF/I
Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations or reactions throughout the school day	AF/I
Ability to use correct English in spoken and written communication	AF/I
Ability in the use of IT	AF/I
Efficiency with the administration and maintenance of pupil records	AF/I
Flexible and able to adapt to change. Ability to support colleagues as and when required.	AF/I
A pleasant disposition and ability to stay calm under pressure	AF/I
Demonstrate a positive team approach to work	AF/I
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people	AF/I
A commitment to safeguarding pupils	AF/I
Suitability to work with children	AF/I
A commitment to equal opportunities	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice	AF/I

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
   Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

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 post is, which establishment you work in and who your employer is.

4. Previous Appointment
   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 regard to contact addresses including e-mail 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 particular 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 the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview
   Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

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

10. Selection for Appointment
    Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications
    When you have completed your application, the completed form and covering letter should be e-mailed to enquiries@woodthorpe.sheffield.sch.uk by the closing date.