



# Information Pack for Applicants

Teaching Assistant  
Level 3 for Nursery



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

### Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Oowler Brook and Whiteways Primaries.

### Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff in to leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website

<https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges  
CEO Cascade Multi Academy Trust

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## Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

## Our Principles

In our schools we will ensure: -

### An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
  - Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
  - Educational visits and visitors, enrich children's education experience on a regular basis.
  - Our learning environments will enhance the learning and curriculum opportunities we provide.
  - Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
  - Community involvement is part of the life of our schools and the children impact on the life of the community.
  - Equal opportunities through the curriculum, inspire all children to succeed.
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## High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

## A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

## We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

## Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

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As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

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Dear Applicant

### Teaching Assistant Level 3

As the Headteacher, I would like to thank you for your interest in the post of Teaching Assistant Level 3 at Whiteways Primary School. We are thrilled that you are considering joining our dynamic team in this important role.

Whiteways is situated in the north east of Sheffield. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be. Our school is truly a wonderful place, where all children are loved, cherished and nurtured. It is a vibrant, multi-cultural school where children are happy, confident and enthusiastic in their learning.

At Whiteways we strive for a culture of excellence and impact. We endeavour to bring our curriculum alive through quality first hand experiences within a tailored and personalised curriculum for all our children, giving them opportunities to visit new places and experience residential visits. We ensure every child has a positive learning attitude, and captures a life-long love of learning; setting strong foundations for their future.

As a school we are committed to excellence in all aspects of our work; and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Whiteways Primary School.

I hope that the information provided will give you a flavour of what we are aiming to achieve.

I encourage you to explore our website, read about our school's values, and learn about our vibrant community. If you share our passion for education and our vision for a brighter future, we invite you to apply for the Teaching Assistant Level 3 role at Whiteways.

Thank you for considering Whiteways as your potential workplace. We look forward to receiving your application and the opportunity to welcome you into our Whiteways family.

A handwritten signature in black ink, appearing to read "Anna Ross".

Anna Ross, HEADTEACHER

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## TEACHING ASSISTANT LEVEL 3

Starting Date 1<sup>st</sup> September 2024

Temporary (in the first instance)

Hours: Part time 22.50 hours (3 days per week), 39 Weeks Per Year

Salary: Grade 4 SCP 7 – 12, £24,294 - £26,421 per annum

Actual Salary: £12,707 - £13,820 per annum

Cascade Multi Academy Trust is seeking a Foundation Stage 1 (Nursery), Level 3 Teaching Assistant to join the Trust. The successful person will initially be employed at Whiteways Primary School.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

Whiteways Primary School is a collaborative, multicultural and vibrant place to work. We pride ourselves on working together as a staff team to ensure we give our children the best starting points in life. Our curriculum is what excites the children for learning, and we strive to be innovative in our teaching approaches. We continually celebrate our uniqueness and diversity through our curriculum and community cohesion; making learning purposeful, immersive and challenging.

### **The Role:**

The role is based at Whiteways Primary School which has an experienced, inspirational and forward-thinking senior leadership team. You will work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

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**The main duties will involve:**

- Teaching planned activities to groups of children.
- Making regular observations of children and uploading these to an online platform.
- Monitoring and assessing pupil's progress.
- Liaising with parents and carers, ensuring close communication is maintained.
- Supporting children's learning and development through play.
- Understanding ways to enable children with Speech and Language needs to make rapid progress.
- Being committed to an all-inclusive philosophy to education.
- Being able to work and contribute effectively within the school's teams.
- Being able to communicate with, enthuse and inspire children.
- Ensuring that safeguarding procedures are followed.
- Protect and promote the health and well-being of children.

**The successful candidate will demonstrate the following:**

- Be able to work effectively within the team to ensure there are high quality and effective learning opportunities for all children.
  - Have a good understanding of child development.
  - Be flexible in order to respond to the needs of the children.
  - Conduct observations of children in line with the EYFS framework and Development Matters guidance. Upload these observations onto our online platform to share with parents.
  - Establish productive working relationships with pupils, acting as a role model and setting high expectations
  - Promote the inclusion and acceptance of all pupils within the classroom
  - Work with the teacher to establish an appropriate learning environment
  - Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
  - Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement.
  - Complete interventions with pupils and track their progress
  - Be expected to work closely with our multi-disciplinary teams
  - Work closely within the school team and contribute to the school community
  - Be a motivational communicator for children of all abilities ensuring learning is engaging and inclusive
  - Be very flexible and adapt quickly to change
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## The Benefits

- A successful and visionary team to support you
- The opportunity to work with a supportive, established team
- We cover the cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the Trust, please contact the Business Support Manager via email at [recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk).

You can download the word version of the application form from Cascade's website. Please do not use Sheffield City Council application form

[www.cascademat.co.uk](http://www.cascademat.co.uk)

or alternatively an application form can be obtained by e-mailing [recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk)

Your completed application should be emailed to [recruitment@whitewaysprimary.co.uk](mailto:recruitment@whitewaysprimary.co.uk)

Closing Date: 28th June 2024

Interview Date: 10th July 2024

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## CASCADE MULTI ACADEMY TRUST JOB DESCRIPTION

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

<b>SCHOOL</b>	
<b>POST TITLE</b>	<b>SENIOR TEACHING ASSISTANT LEVEL 3</b>
<b>ROLE PROFILE</b>	<b>LD3</b>
<b>JOB NUMBER</b>	<b>SCH/TL/LD/003</b>
<b>GRADE</b>	<b>4</b>
<b>RESPONSIBLE TO</b>	<b>HEADTEACHER</b>
<b>RESPONSIBLE FOR</b>	<b>NOT APPLICABLE</b>
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	<b>SUPERVISION OF WHOLE CLASSES DURING THE SHORT-TERM ABSENCE OF THE CLASS TEACHER UNDER THE GUIDANCE OF TEACHING/SENIOR STAFF, INCLUDING IMPLEMENTATION OF WORK PROGRAMMES, MANAGING PUPIL BEHAVIOUR AND ASSISTING PUPILS IN RELEVANT ACTIVITIES</b>
<b>RELEVANT QUALIFICATIONS</b>	<b>VERY GOOD LITERACY/NUMERACY SKILLS NVQ 3 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE TRAINING IN THE RELEVANT LEARNING STRATEGIES E.G. LITERACY AND/OR IN PARTICULAR CURRICULUM OR LEARNING AREA E.G. BI-LINGUAL, SIGN LANGUAGE, DYSLEXIA, ICT, MATHS, ENGLISH, CACHE ETC. APPROPRIATE FIRST AID TRAINING</b>

## **JOB DESCRIPTION FOR POST OF:- SENIOR TEACHING ASSISTANT – LEVEL 3**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **MAIN DUTIES AND RESPONSIBILITIES**

Whilst the main focus of this role will be the provision of cover for absent teachers, the jobholder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

##### **1. SUPPORT FOR PUPILS**

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of Individual Education Plans
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

##### **2. SUPPORT FOR THE TEACHER**

1. Work with the teacher to establish an appropriate learning environment
  2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
  3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
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4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of pupils' work and accurately record achievement/progress
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

### **3. SUPPORT FOR THE CURRICULUM**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources

### **4. 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
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4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of pupils' out of school hours learning activities
10. Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

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

<b>ISSUE DATE: May 2021</b>
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## PERSON SPECIFICATION

<b>Teaching Assistant Level 3</b>	
All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification	
<b>Qualification and experience</b>	
<b>Candidates should have:</b>	
1	NVQ 3 for Teaching Assistant or equivalent qualification or experience
2	GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level
3	Recent experience in relevant learning strategies e.g. Literacy, Numeracy
4	Specialist skills/training in curriculum or learning area e.g. Bilingual, Sign Language, ICT
5	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
<b>Personal qualities</b>	
<b>Candidates should:</b>	
1	Communicate effectively and develop positive relationships with all pupils and stakeholders
2	Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with a class teacher and other staff in school
3	Be decisive, consistent and have a creative approach to problem solving
4	Be well-presented and have a positive attitude
5	Flexible and adaptable to changing circumstances/situations
6	Ability to work effectively as part of a team and contribute to group thinking, planning etc.
7	Ability to use own initiative and work independently
8	Ability to work calmly under pressure
<b>Skills</b>	
<b>Candidates should be able to:</b>	
1	Support the vision for the school/Trust
2	Ability to work with the Teacher and other staff to identify suitable learning activities and deliver these for whole classes of pupils
3	Ability to relate positively with children, motivate, inspire and have high expectations of all pupils
4	Ability to contribute to the recording and assessment of pupil progress/performance etc.

5	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
6	Good understanding of child development and learning processes
7	Good working knowledge and experience of implementing relevant curricula and other relevant learning programmes/strategies
8	Approachable, courteous and able to present a positive image of the school to all stakeholders
9	Ability to use ICT effectively to support learning including Interactive Whiteboard and other equipment technology
10	Desire and ability to constantly improve own practice/knowledge through self-evaluation and learning from others
<b>Professional knowledge and understanding</b>	
<b>Candidates should:</b>	
1	Demonstrate an understanding of classroom roles and responsibilities and the role of the TA within these
2	Demonstrate their understanding and maintain confidentiality
3	Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation
<b>Safeguarding</b>	
<b>Candidates should have:</b>	
1	An understanding of safeguarding and promoting the welfare of children and young people

**The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).**



## The Appointment Process

These notes are intended to guide you when making an application

### 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 make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

### Education and Training

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

### Present Appointment

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

### Previous Appointments

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. This is a requirement under our recruitment and safeguarding policies.

### 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 emails and telephone numbers.

### The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack. Please limit your supporting statement to two sides of A4 in size 11 font

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## Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for

Interview and Task(s) associated with the role

## Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

## Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

## Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

[recruitment@owlerbrookprimary.co.uk](mailto:recruitment@owlerbrookprimary.co.uk)

## Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

## Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>

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