Briefing Pack for Applicants
Teaching Assistant Level 3

HANDSWORTH GRANGE
COMMUNITY SPORTS COLLEGE

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

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	**Teaching Assistant Level 3**
Location:	**Handsworth Grange Community Sports College**
Pay scale:	**NJC Grade 4, point 7: £27,274 to 12: £29,542 gross per annum**
Actual Salary:	**£23,459.31 to £25410.10 (under 5 years of service)**
Contracts:	**Permanent, 37 hours per week, term time**
Start date:	**As soon as possible**

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a committed Senior Teaching Assistant Level 3. The role will involve in class support plus some 1:1 delivery of interventions. The successful candidates will work with the students on the special educational needs register to maximise performance for all students. The department is well resourced, enthusiastic and experienced.

Candidates are encouraged to have an informal discussion about the role with Helen Brewer - SENDCo hbrewer@handsworth-mlt.co.uk.

The closing date is at 9.00am on Monday 2 November 2026 with interviews scheduled to take place week commencing 9 November 2026.

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, further information can be found in our child protection and safeguarding policy on our statutory information page on our website Minerva Learning Trust. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Alison Keeton - Headteachers' PA: akeeton@handsworth-mlt.co.uk The application form and information pack are available on the school website www.hgcsc.co.uk. **Please ensure that you do <u>not</u> fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

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. 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 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.

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 and time to join our 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.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.
To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.

Suzy Mattock
Headteacher

Section 4: About Handsworth Grange Community Sports College

OUR MISSION, VISION, VALUES

HANDSWORTH GRANGE
COMMUNITY SPORTS COLLEGE

Our Mission:
Exceptional education for every student, every day

Our Vision:
Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:

- have the resilience, independence, determination and tools required to tackle obstacles.
- acknowledge and celebrate their successes and the successes of others.
- have high expectations of themselves and endeavour to meet these every day.

Be "Successful"

- behave in a sensible and considerate manner.
- move round school in a calm and safe way, ensuring everyone feels comfortable in school.
- show respect to each other and feel valued and protected in school.

Be "Safe"

- communicate with one another showing tolerance and understanding to the views of others.
- talk and engage with others in a kind and thoughtful way.
- celebrate other cultures and traditions.

Be "Sociable"

Our Values:
Our values underpin all the work that we do and the decisions that we make:

Be "Brave" | **Be "Kind"** | **Be "Present"**

We believe in:

- demanding high levels of progress and achievement from all students
- care and support to break down the barriers to learning
- improving our students' vocabulary comprehension and reading skills
- a broad and balanced curriculum that challenges everyone

ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

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: Thank you for your interest in this role at our school.

S Mattock
Headteacher

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 3
GRADE/SALARY	NJC Grade 4, point 7 to 12
HOURS/WEEKS	37 hours per week, term time
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	SENDCo
RESPONSIBLE FOR	N/A
PURPOSE OF THE JOB	To provide in-class support to pupils by scaffolding learning, supporting behaviour management, and ensuring reasonable adjustments are implemented. To provide supervision to small groups. To deliver group or individual literacy, numeracy or social interventions.
RELEVANT QUALIFICATIONS	Very good literacy/numeracy skills. NVQ 3 for Teaching Assistants or equivalent qualifications or experience. Training in the delivery of relevant interventions and/or specific training or experience in a particular area of special educational needs.

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

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils struggling with learning or disengaged from learning.

2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.

3. Promote the inclusion and acceptance of all pupils within the classroom.

4. Support pupils consistently whilst recognising and responding to their individual needs.

5. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

6. Promote independence and employ strategies to recognise and reward achievement of self-reliance.

7. Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

8. Work with the teacher to establish an appropriate learning environment.

9. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

10. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

11. 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.

12. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.

13. 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.

14. 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.

15. Administer and assess routine tests and invigilate exams/tests.

16. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

17. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.

18. 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.

19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

20. Help pupils to access learning activities through specialist support.

21. Determine the need for, prepare and maintain general and specialist equipment and resources.

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 it's 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 3

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
NVQ level 3 for Teaching Assistants or equivalent qualification or Experience.	AF
Good standard of education, including English and Maths to Grade C	AF
First Aid at Work qualification (or be prepared to train)	AF
KNOWLEDGE AND EXPERIENCE	
At least 3 years' experience in a school setting	AF
Experience of supporting students in a classroom environment, including those with special educational needs	AF
Experience of using information technology to support pupils in the classroom	AF
PROFESSIONAL DEVELOPMENT	
Develops own knowledge and skills to improve service area performance	AF/I
Evidence of a commitment to Professional Development	AF/I
Willingness to actively participate in professional development	AF/I
SKILLS	
Good standard of education, including English and Maths to Grade C	AF/I
Ability to work alone unsupervised	AF/I
Ability to establish positive relationships with students and understand their needs	AF/I
Good organisational skills	AF/I
Good interpersonal/communication skills	AF/I
QUALITIES AND ATTRIBUTES	
High Expectations of self and others	AF/I
Ability to relate positively to students and show a fundamental commitment to them and their development.	AF/I
Ability to work cooperatively with a wide range of staff and as part of a team.	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I/R
A commitment to safeguarding students.	AF/I/R
Suitability to work with children.	AF/I/R
A commitment to equal opportunities.	AF/I/R
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I/R

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

You must complete the standard Minerva Learning Trust job 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

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

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. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA akeeton@handsworth-mlt.co.uk

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 akeeton@handsworth-mlt.co.uk by the closing date.