Applicant Information Pack
Teaching Assistant – Level 3



From the CEO

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 are we?

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

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 into 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

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.

High Quality Provision

- High quality teaching and learning in 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 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.

Teaching Assistant – Level 3 - at Limpsfield Junior School

Permanent
Start date: January 2026 (date tbc)
Hours: 34.75 hours per week
Weeks: 39 weeks per year
Full time pay scale: Grade 4 scp 7-12 (£27,274-£29,542)

Limpsfield Junior School, part of Cascade MAT is seeking to appoint a Teaching Assistant – Level 3 to join the Trust.

Our vision at Limpsfield Junior School 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 school, 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 Limpsfield Junior School we have been judged as good by Ofsted.

At Limpsfield Junior School, we strongly believe in the importance of positive and respectful relationships amongst all members of the school community. We have an inspirational and forward-thinking senior leadership team who truly care about, and promote the well-being and happiness of the staff, children and families - ensuring kindness and compassion is at the heart of everything we do. Our families play a crucial role in ensuring children are happy and safe at school, so we create strong links between home and school learning. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests and challenging them to become the best that they can be.

We are committed to ensuring that all of our children are kept safe in school and have embedded strong safeguarding practises in everything that we do.

We are looking for candidates that can:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils learning
- Promote inclusivity and acceptance of all pupils
- Be a consistent emotionally available adult in order to support children effectively
- Work with the team to establish an appropriate learning environment
- Work with the team to plan, evaluate and assess learning
- Prepare and organise classroom resources
- Supervise break and lunch time duties effectively

For all your hard work, we provide:

- A successful and visionary team to support you
- A supportive and committed staff team
- We cover cost of your enhanced disclosure check
- Employee Assistance Programme

- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health

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 and provide any information that would make them unsuitable to work with children prior to interview. 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:

Please email Megan Burton (Business Manager) on **mburton@limpsfieldjunior.co.uk** or phone 01142430925 to receive an application form.

Closing Date: Wednesday 2nd December 2026
Interview Date: Monday 7th December 2026

Please email your completed application form to **mburton@limpsfieldjunior.co.uk.**

TEACHING ASSISTANT – LEVEL 3 - 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

SCHOOL	**LIMPSFIELD JUNIOR SCHOOL**
POST TITLE	**SENIOR TEACHING ASSISTANT LEVEL 3**
ROLE PROFILE	**LD3**
JOB NUMBER	**SCH/TL/LD/003**
GRADE	**4**
RESPONSIBLE TO	**HEADTEACHER**
RESPONSIBLE FOR	**NOT APPLICABLE**
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	**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**
RELEVANT QUALIFICATIONS	**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**

Teaching Assistant Level 3 – PERSON SPECIFICATION	
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	
Qualification and experience	
Candidates should have:	
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
Personal qualities	
Candidates should:	
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
Skills	
Candidates should be able to:	
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
Professional knowledge and understanding	
Candidates should:	
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
Safeguarding	
Candidates should have:	
1	An understanding of safeguarding and promoting the welfare of children and young people

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 this pack. Please limit your supporting statement to two sides of A4 in size 11 font.

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 an Interview and Task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

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.

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