

Recruitment Information for Applicants

Teaching Assistant Level 3



Watercliffe Meadows

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

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

Contents

Post Advertisement

Letter from the Headteacher and Head of School

About Watercliffe Meadow

Job Description

Person Specification

The Appointment Process



Permanent Teaching Assistant Level 3 - Foundation Stage

37 hours per week, 39 weeks per year
£24,294 - £26,241 (pro rata)

We are currently looking to recruit a talented and ambitious Level 3 Teaching Assistant to support in our Foundation Stage at Watercliffe Meadow.

This is a fantastic opportunity for a Level 3 Teaching Assistant. You will be expected to teach and deliver interventions and have experience supporting children academically and within their classes. In this role you will work alongside and be supported by a large Early Years team.

We will consider applicants who wish to job share this role, providing suitable job share partners can be found within the recruitment process. This would involve working between two and a half days to three days per week, starting at 8.30am and working to at least 3.30pm. If you wish to discuss this further, please get in touch.

Candidates should have:

- completed the Level 3 qualification or equivalent
- the ability to engage, inspire, motivate and build excellent relationships with children and staff
- good communication and organisational skills
- resilience, dedication and the ability to be pro-active and use your initiative
- supported SEN children in the primary sector
- experience working with, planning and teaching children in 1:1 and small group situations
- relevant training such as – SCERTS, attention autism, PECs, curiosity boxes, Team Teach (desirable but not essential)

Watercliffe Meadow is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment.

In line with Keeping Children Safe in Education advice, we will carry out online searches for shortlisted candidates and a requirement to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. 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.

Applications will be considered as they are received and we therefore urge candidates to submit an application as soon as possible. We reserve the right to close this vacancy before the specified closing date.

How to apply: If you wish to discuss this role or arrange a visit, please contact Rachel Stone, our School Manager on rstone@watercliffe.sheffield.sch.uk

Closing Date: Wednesday 4th December 2024 11.59pm

Shortlisting Date: Thursday 5th December 2024

Interview Date: Tuesday 10th December

Start date: Monday 6th January 2025

Please return your completed application form to the School Manager, Rachel Stone by email rstone@watercliffe.sheffield.sch.uk

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check. Online checks will be carried out on all shortlisted candidates.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Watercliffe Meadow is located within the Burngreave Ward of Sheffield. We support an inclusive culture and diversity for our staff and students. We are committed to encouraging further growth from diverse groups. We currently have an under representation from BAME. As such, we particularly welcome applicants from this group.



Dear Candidate,

Welcome to Watercliffe Meadow

Thank you for your interest in this role at our school. We are delighted that you are taking the time to find out more about the special place that Watercliffe Meadow is.

We firmly believe that choosing the right school for you is a very important decision to make and this is why, wherever possible, we always highly encourage potential candidates to visit us and take a tour before making the decision to apply.

We are an OFSTED rated good school (February 2020) and have an excellent reputation for being highly inclusive. We have had a stable leadership team since opening, with many of our senior leaders being with us from the first day of opening.

If you would like to learn more about us, please visit our website: www.watercliffemeadow.com

We look forward to receiving your application.

Kind regards



C. L. Bradley

Ian Read
Headteacher

Claire Bradley
Head of School

A place for learning



About Watercliffe Meadow



Watercliffe Meadow is an over-subscribed two form entry primary school with nursery, with 500 pupils on roll. Although we are a relatively large primary, many people refer to us as a big happy family.

Watercliffe Meadow opened in 2008, after the closure of Watermead and Busk Meadow infants and Shirecliffe Junior School. We have many long serving members of staff, with a third of them being with us from our first day of opening after having worked at the three schools that closed.

Our Headteacher is highly respected in Sheffield for his work with Learn Sheffield and the Local Authority and is supported by our Head of School, who has taught in Shirecliffe for over 28 years. They both were instrumental in the opening of Watercliffe Meadow.

We are very lucky to have a modern and well-resourced building with two MUGAs, a playing field/running track and two staff car parks. Unlike many schools, we have our own employed catering team.

We are proud to be a local authority maintained school with a supportive governing body.

Why work with us?

- A community that feels like a family
- Professional and personal support
- Excellent CPD progression opportunities
- A sense of belonging
- A Golden Week every term

Our Mission Statement



Watercliffe Meadow is a happy, caring place for learning. Everyone has the chance to explore, discover and develop their unique qualities, skills, gifts and talents. We feel good about who we are. Together, we can help to make the world a better place.



This is our 'mission statement'. Staff, children, parents and governors all worked together to create these simple statements that explain what we are about and what our vision and aims are for our learning community. Our children have even written a song about it!

We all know that the world is a fast and ever-changing place. What we want to do above all things is to prepare our children, not only to survive in the world of the 21st Century but also to find their place and to be able to flourish within it. To do this, we know that we must provide a stable and caring environment where learning is valued, and where children (and adults) have access to a wide range of exciting learning opportunities that will help them develop their knowledge, skills and attitudes so that everyone can become successful and content in life.

We want our children to become independent learners, to have the chance to discover and feel confident about their own uniqueness and also to be able to appreciate the wider world and the importance of working together to make things better. Our staff are dedicated to making this happen. We truly believe that, by working together, we can achieve the aims of our mission statement.

How to find us!

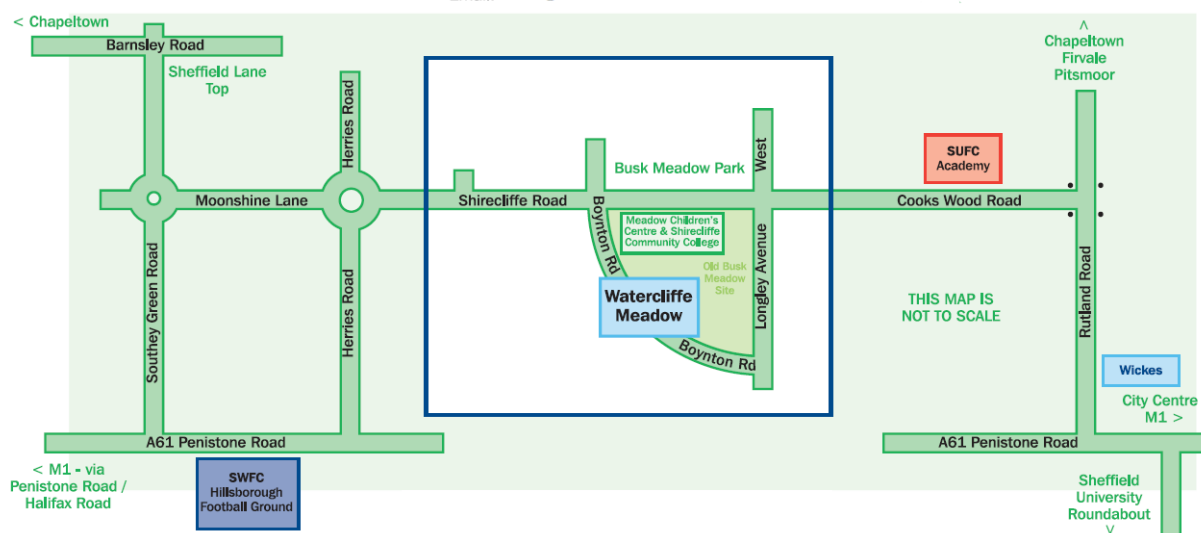


Watercliffe Meadow
Boynton Road, Sheffield, S5 7HL
Telephone 0114 2326603

Email: office@watercliffe.sheffield.sch.uk

Directions...

We are at the end of Boynton Road which can be accessed either from Shirecliffe Road or Longley Avenue West. Our main car park is at the end of Boynton Road coming from the Shirecliffe Road entrance.





JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	Watercliffe Meadow Community Primary School
POST TITLE	SENIOR TEACHING ASSISTANT – LEVEL 3
ROLE PROFILE	LD3
TOOLKIT JOB REF NUMBER	ToolkitJD-13e
GRADE	4 (inclusive of JWCs)
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	To 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. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities

**RELEVANT
QUALIFICATIONS AND
EXPERIENCE**

- **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**

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

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School 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

SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of IEPs
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

SUPPORT FOR THE TEACHER

9. Work with the teacher to establish an appropriate learning environment
10. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
11. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
12. 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
13. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
14. Undertake marking of pupils' work and accurately record achievement/progress

15. 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
 16. 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
 17. Administer and assess routine tests and invigilate exams/tests
-
18. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

19. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
20. 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
21. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
22. Help pupils to access learning activities through specialist support
23. Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

24. 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
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Contribute to the overall ethos/work/aims of the school
27. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
28. Attend and participate in regular meetings
29. Participate in training and other learning activities as required
30. Recognise own strengths and areas of expertise and use these to advise and support others
31. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
32. Undertake planned supervision of pupils' out of school hours learning activities
33. 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 Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: 25.11.24

Person Specification

Level 3 Teaching Assistant

MINIMUM REQUIREMENTS	Essential (E) Desirable (D)	METHOD OF ASSESSMENT
Skills/Knowledge		
Effective use of ICT to support learning	E	Application form
The ability to motivate and nurture children	E	Application form / Interview
A commitment to raise achievement and standards	E	Application form / Interview
Interest in supporting the learning of children with SEN	E	Application form / Interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation	E	Application form / Interview
Basic understanding of child development and learning	E	Application form / Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	E	Application form / References
Ability to relate well to children and adults	E	Interview / References
Work constructively as part of a team, understand classroom roles and responsibilities	E	Application form / Interview / References
Willingness to undertake CPD/Training as appropriate	E	Application form / Interview
Able to prioritise their own workload, working accurately and to deadlines	E	Application form / References
Experience/Qualifications/Training etc.		
Working with or caring for children in Foundation Stage	E	Application form
Good numeracy/literacy skills	E	Application form
NVQ3 for Teaching Assistant or equivalent qualifications (ie supporting teaching and learning in schools)	E	Application form
Experience in planning/assessment/delivering activities	E / D	Application form / Interview
Experience of tracking interventions and monitoring impact of these	D	Application form / Interview
Work Related Circumstances (including Working conditions)		
Understanding of Child Protection/Safeguarding in schools	E	Application form / Interview

The Appointment Process

1. The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CV's are not accepted.

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

4. Previous Employment

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 regards to contact addresses including email 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 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 interview stage. We would ask that all shortlisted applicants read the safeguarding information on our website prior to attending the interview.

8. The Interview

Shortlisted candidates invited to interview will be contacted as soon as possible after shortlisting has taken place.

9. Feedback

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

10. Completed Applications

Please return your completed application form wherever possible, by email to rstone@watercliffe.sheffield.sch.uk by the closing date.