

## Teaching Assistant Level 3

<b>Location</b>	Totley Primary School (Sheffield)
<b>Salary FTE</b>	Grade 4 £25,584 to £27,711 FTE
<b>Actual salary</b>	£19,329 to £20,936 (with under five years' service)
<b>Contract term</b>	32.5 hours per week, 39 weeks per year, permanent
<b>Responsible to</b>	Headteacher
<b>Start date</b>	June 2025
<b>Closing date</b>	Midnight Wednesday 16 April 2025

## Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

### Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

### How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

### What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

### How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

## Totley Primary School

Totley Primary School is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and develop as people.

Our outstanding school covers the ages 4-11 and is two-form entry, accommodating approximately 425 children. The school is in the suburb of Totley in South Sheffield, on the edge of the Peak District.

## The role

Totley Primary School has an exciting opportunity for an ambitious, talented and caring candidate to join our team as a teaching assistant level 3 working across all key stages, including early years. This role is permanent and full time (32.5 hours per week over five days). There is one teaching assistant vacancy available.

This role is to work as part of a team of teaching assistants and alongside class teachers to assist with the teaching and support of children in order to provide high quality provision. Some of the children with whom you would be working could have specific needs. These may include autism, ADHD, learning and speech difficulties and/or social, emotional and behavioural needs. You will be required to understand and support children facing these barriers, alongside working more broadly with a wide range of children.

We are seeking someone with a genuine passion for fostering positive relationships and a commitment to providing optimal support with a wide range of children. If you possess a desire to make a difference and cultivate meaningful connections with students, this role offers an ideal opportunity for professional growth and fulfilment.

### **The candidate**

The right candidate will:

- deliver high quality support/interventions for both groups and individuals
- have strong numerical skills
- have an ability to work using their own initiative
- have an alignment to a can-do culture
- have a high level of communication skills and the ability to develop positive relationships with children and adults
- display the talent to adapt to changing situations and learn new skills
- own a keen eye for ensuring the safety of our pupils
- hold strong principles that are aligned with our school

## Job description

### Purpose

To empower everyone in our community, especially the most disadvantaged, to be succeed.

### Key responsibilities

#### 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 implementation of individual education/behaviour plans and personal care programmes.
- 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.
- 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.

#### Support for teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

### Use strategies, in liaison with the Key responsibilities

#### Support for pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of individual education/behaviour plans and personal care programmes.
- 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 specialist resource provision.
- Support pupils consistently, whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Undertake assessments of pupils to ensure that appropriate provision is being made.
- 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.

#### Support for teachers

- Work with the teacher to create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- 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.
- Undertake marking of pupils' work and accurately record achievement/progress.
- 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.

- Liaise sensitively and effectively with parents/carers as agreed with other staff.
- Administer and assess routine tests and invigilate exams/tests.

### Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.***

## Person specification

### Role: Teaching Assistant Level 3

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C in English and maths</li> <li>NVQ3 for Teaching Assistants or equivalent qualification or experience</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of the National Curriculum as appropriate to the age of the children being supported</li> <li>Strong knowledge of early language development</li> <li>Has an awareness of pupils with special educational needs</li> <li>Basic understanding of child development and learning</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities</li> <li>Can maintain trust and confidentiality where appropriate</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of pupil assessment</li> <li>Management and support of pupils with SEND</li> <li>Experience of working with young people and children, including those with special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>RWI trained or knowledge of phonics</li> <li>2 years' experience of working with children in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Flexible</li> <li>Honest and reliable</li> <li>Calm under pressure</li> <li>Patient</li> <li>Empathetic with young people</li> <li>Team player</li> <li>High personal and professional standards</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

## How to apply

- All candidates must complete the following application process:
  - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
  - in all cases written references will be taken up and made available to interviewers before the final selection stage
  - an email and/or letter will be sent to shortlisted candidates with details of the interview process
  - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for
  - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 236 4482 or [enquiries@totley.sheffield.sch.uk](mailto:enquiries@totley.sheffield.sch.uk).
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)

The closing date for applications is **midnight Wednesday 16 April 2025**.

**Interviews to be held on Thursday 24 April 2025.**

## The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.