



United Learning
The best in everyone™

Briefing Pack for Applicants

Teaching Assistant (Support Worker)

July 2024

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Section 1 – Post Advertisement

Job title:	Teaching Assistant (Support Worker)
Location:	Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Starting salary:	£25,200 gross per annum pro rata (actual of £21,744 per annum)
Contract:	Permanent, 37.5 hours per week, 39 working weeks
Start date:	September 2024 or sooner

We are seeking to appoint an experienced individual to undertake the role of Teaching Assistant at Sheffield Park Academy.

This role is an exciting opportunity for an enthusiastic, energetic, caring and proactive individual. We are looking for someone to develop a professional and trusting relationship with a child who you will support on a one-to-one basis, providing personal care, in class support and assistance as required throughout the school day; you will support the child with their learning and medical needs.

The postholder will also undertake work/care/support programmes to enable access to learning for students and assist teachers in the management of students and the classroom.

We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

We are looking for:

- A reliable, highly motivated and self-driven individual.
- Someone who is experienced and has the ability to work alongside Classroom Teachers to deliver support inside and out of class.

- The successful candidate will have excellent listening and communication skills, along with good Literacy, Numeracy and interpersonal skills.
- The postholder will develop positive working relationships with children, parents/carers and colleagues.
- Contribute to the ethos, values and aims of the academy.
- Comply with policies including those related to Safeguarding, Health and safety and Data Protection.
- Actively promote inclusion and acceptance of all students.
- Be flexible in order to achieve the best outcomes for the students.
- Demonstrate a positive, proactive and professional approach at all times.

Please see the job description and person specification for further detail.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Park Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is midnight on Sunday 14 July 2024. Interviews will take place soon after.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Park Academy



Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh
Principal
Sheffield Park Academy

Section 5 – Job Description



Job Description

Post title	Teaching Assistant (Support Worker)
Salary	Band 2
Responsible to	SENDCo
Responsible for	The postholder does not have any direct line management responsibility.
Role purpose	<p>To provide physical, emotional and psychological support to students in accordance with the specified protocols, policies and care plans to enable access to learning.</p> <p>The postholder will provide personal care, in class support and assistance as required throughout the school day.</p>
Relevant qualifications	<ul style="list-style-type: none">• Level 2 or above in English and Maths.• Completion of the Department for Education (DfE) Teacher Assistant Induction Programme.• NVQ Level 2 for Teaching Assistants or equivalent qualifications or experience.• First Aid qualification or willingness to undertake.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

The postholder will carry out their role and responsibilities in a manner which is in keeping with the values and vision of the academy.

The postholder will undertake work/care/support programmes to enable access to learning for students and assist teachers in the management of students and the classroom. They will also provide one to one support and assist children with learning and medical needs.

Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

Main Responsibilities

- The postholder will supervise students and attend to their personal needs and implement personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Administer medication as directed in accordance with policy and procedure.
- Provide medical assistance to students as directed.
- Establish constructive relationships with students, parents/carers and interact with them according to individual needs including support for students in distress.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by teachers.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement as guided by teachers.
- Establish good relationships with students, acting as a role model and being aware of and responding to individual needs.

Classroom Support

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on individual student's achievement, progress, difficulties, etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in-line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Provide clerical/administrative support as required.

Curriculum Support

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies, for example, Literacy, Numeracy, progress and feed back to teachers.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activities and assist students in their use.

Academy Support

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the academy.
- Support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times including before and after the school day and at lunchtime.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of teaching staff.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in-line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Represent the academy at events as appropriate.

- Support and promote the academy and United Learning’s ethos, contributing to strengthening relationships between academies in the Cluster and between the Cluster and central office.
- To be aware of and comply with United Learning policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and Data Protection, reporting all concerns to the appropriate person.
- To actively participate in Continuous Professional Development (CPD) and act as a positive role model across the academies and United learning.
- 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 Executive Business Manager and Principals.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required.

Information

The need to adapt working hours around the business need of the academy is an expectancy of the job role.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



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Person Specification

Post title	Teaching Assistant (Support Worker)
Salary	Band 2

Education and Qualifications	Essential	Desirable
Level 2 or above in English and Maths	X	
Completion of the Department for Education (DfE) Teacher Assistant Induction Programme (or willingness to undertake).	X	
NVQ Leve 2 for Teaching Assistants or equivalent qualifications or experience.	X	
First Aid trained or willingness to undertake.	X	
An excellent understanding of Keeping Children Safe in Education (KCSIE).	X	
Evidence of further professional development and training.		X
Experience	Essential	Desirable
Experience in a similar role providing personal care.	X	
Experience working with and/or caring for children of relevant age.	X	
Understanding of the education setting within a Secondary phase academy.	X	
Knowledge and Skills	Essential	Desirable
Understanding of relevant policies/codes of practice and awareness of relevant legislation,	X	
General understanding of national curriculum and other relevant learning programmes/strategies.	X	
Basic understanding of child development and learning.	X	
Ability to self-evaluate learning needs and actively seek learning opportunities.	X	
Ability to relate well to children and adults.		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	X	
Effective use of ICT to support learning.	X	
Can manage the behaviour of students in a reasonable manner.	X	
Has a caring positive attitude towards students' welfare.	X	
Can maintain trust and confidentiality where appropriate.	X	
Can assist the academy in forming professional working relationships with parents/carers.	X	
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources.	X	

Can complete and maintain student records.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and cooperates with colleagues.	X	
Personal Attributes	Essential	Desirable
High levels of discretion, confidentiality, and awareness of Data Protection.	X	
High levels of personal and professional integrity.	X	
A facilitative approach to problem-solving and a 'can do' mindset.	X	
Good written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

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 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.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

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 support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

Feedback

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

Section 8 – Visitors/Contacts

The academy is located in a thriving town close to the beautiful Peak District



Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

Email: info@sheffieldparkacademy.org

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.