



# Y1 Teacher

## Maternity Cover

from 03/11/2025, expected end date of

03/11/2026 or, ending upon the return of the

substantive post-holder

# Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

We were established in 2011 (originally as Tapton School Academy Trust) and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ nearly 1000 staff, and those people are incredibly important to us. One of our key strategic priorities is to attract and develop capable people with great character, so that our young people thrive. If you work with us, you will receive best-in class talent management opportunities through our Institute of Talent, to develop yourself and open doors to a wealth of career opportunities within (and outside) of our Trust.

We are mindful of the workload challenge currently facing the sector, so we are focused on reducing workload and creating conditions where our colleagues have a fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and aligning our systems, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a Multi-Academy Trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where innovation, collaboration and excellence thrive, you will find a like-minded group of people at INOVA Multi-Academy Trust.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber  
CEO



# About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

**Our Vision:** Transforming lives through the power of learning.

**Our Mission:** To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

**Our Values:** Innovation : Collaboration : Excellence



## Our Values

### Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



### Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



### Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

# The Role

Hillsborough Primary School are seeking to appoint a Y1 Teacher to provide maternity cover. This is a fixed-term position to cover maternity leave from 03/11/2025 with an expected end date of 03/11/2026 or, ending upon the return of the substantive post-holder.

The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils, and have a good understanding of school improvement.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Salary Range	Main Pay Scale 1 - 6
Hours of Work	Monday to Friday – hours as required including appropriate directed time
Responsible To	Headteacher
Responsible For	To teach designated pupils and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies. To undertake tasks related to the development of a curriculum area.
Benefits	<ul style="list-style-type: none"><li>• Local Government Pension Scheme.</li><li>• Salary Sacrifice Car Scheme.</li><li>• Cycle to Work Scheme.</li><li>• Discounted membership for Westfield Health.</li><li>• Occupational Health.</li><li>• Wellbeing Programme.</li><li>• Continuous CPD and Training.</li></ul>

# Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust 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.

## Employment Duties

- To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

## General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

## Particular Responsibilities

- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school

## Key Tasks

### Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
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- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- · To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- · To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class
- · To contribute to the provision of a safe and secure learning environment.

**Footnotes:**

(i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.

(ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.

Trade Union representation will be welcomed in any such consultations.

Any other duties and responsibilities appropriate to the grade and role.

**The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.**

**All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety**

# The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	<ul style="list-style-type: none"> <li>• <b>Classroom Management:</b> The ability to create an orderly and effective learning environment, including managing pupil behaviour</li> <li>• <b>Communication Skills:</b> Strong verbal and written communication skills to engage with pupils, parents and colleagues</li> <li>• <b>Interpersonal Skills:</b> The ability to build positive working relationships with all members of the school community</li> <li>• <b>Organisational Skills:</b> The capacity to manage time, resources and tasks efficiently</li> <li>• <b>Curriculum Knowledge:</b> A practical understanding of the National Curriculum and how to apply it to lessons</li> <li>• <b>Ability to Lead:</b> Have a clear vision for the future of education and be able to think strategically to identify opportunities for future developments and improvements. Respond effectively and efficiently to daily challenges.</li> <li>• <b>Ability to work within a professional team and to develop and promote the school's ethos and values within the Primary Phase:</b> Ability to teach to a high standard, able to relate to and motivate pupils, contribute to team development and understand and value the processes of planning, monitoring and evaluation as an aid to raising standards</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• <b>Commitment:</b> A genuine dedication to raising educational standards and meeting the needs of all pupils</li> <li>• <b>Teamwork:</b> The ability to work effectively as part of a school team</li> <li>• <b>Professional Development:</b> A commitment to own learning and development</li> <li>• <b>Equal Opportunities:</b> A dedication to promoting equal opportunities within the school</li> </ul>
Work Related Circumstances (including working conditions)	<ul style="list-style-type: none"> <li>• The role is based at Hillsborough Primary School but could involve travel to other school sites within the Trust</li> <li>• Requirement to complete online training modules each year as applicable to the role</li> <li>• Requirement to attend face to face 3 yearly mandatory safeguarding training</li> <li>• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.</li> </ul>

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.



# How to Apply

Visits to the school are warmly welcomed. Please email [recruitment@hillsborough.sheffield.sch.uk](mailto:recruitment@hillsborough.sheffield.sch.uk) to arrange a date to visit.

Application forms and further information regarding the role (including a job description) can be obtained at: [www.hillsborough.sheffield.sch.uk](http://www.hillsborough.sheffield.sch.uk) where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites.

Completed applications should be returned to:  
[recruitment@hillsborough.sheffield.sch.uk](mailto:recruitment@hillsborough.sheffield.sch.uk).

**Please do not use the Local Authority application form.**

**The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role. References for shortlisted candidates will be requested before the interview.**

The closing date for applications is **Thursday 2<sup>nd</sup> October 2025**, shortlisting will take place on **Friday 3<sup>rd</sup> October 2025** and interviews will be held on **Friday 10<sup>th</sup> October 2025**.

## Safeguarding

INOVA Multi-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. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

## Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

## Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

**Please Note:** Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

**Policies:** Our approach to safeguarding and school safeguarding policies can be found on the Trust website:  
<https://www.taptonttrust.org.uk/page/?title=Safeguarding&pid=69>

## Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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