

APPLICANT

PACK



NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;



- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and approach to discipline and the Senior Team have a high presence day in day out in our school.

Our Ofsted report of March 2022 highlighted the excellent relationships, high expectations and pride in our school.

“This is an inclusive school with a diverse and happy community. Pupils are polite and courteous and typically treat people with respect”.

“Leaders are ambitious for all pupils at this school. They have high expectations for pupils’ work and behaviour. Pupils and staff are proud to be members of the school community”. Ofsted March 2022

Newfield School is a valued partner and driving force within the Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 4000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Claire Hogg, PA to the CEO by email at chogg@merciatrust.co.uk

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: Teaching Assistant Level 3

Contract Term: Permanent

Contract Type: 37 hours per week/39 weeks per year

Salary: Grade 4 (currently £22,369 to £24,496)

Actual Salary: £19,240 to £21,069 (with under 5 year' service)

Commencement Date: Immediately

We are looking to appoint a talented Teaching Assistant who is committed to providing the best possible learning opportunities for students. This is an exciting opportunity to join an expert team who are dedicated to improving the life chances of young people.

The Engagement Curriculum is a specialist resource for students who are struggling to engage with the mainstream curriculum. This is an important part of our school's support for individual pupils. Students on the programme will follow the same curriculum as their peers, the majority being delivered by subject teachers in the school. There will be additional therapeutic support and work based learning for the cohort to ensure successful transition back into mainstream education.

This rewarding role would suit someone with experience of working with young people who may need additional support with their behaviour, self-esteem and socialisation as well as their academic progress. Empathetic and passionate, you'll understand that our students' journeys aren't necessarily linear. The ability to engage students, promoting learning in a way for students to achieve their full potential as well as the ability to quickly develop excellent relationships with young people, is therefore essential.

The successful candidate will be:

- Confident, enthusiastic and able to demonstrate your ability to plan and deliver high impact intervention lessons
- have a diverse set of skills which will enable you to be flexible working in all areas of the school
- be passionate about teaching and learning
- be able to work creatively and strategically
- be an innovative and reflective practitioner who is keen to learn
- be positive, with a 'can do' attitude
- committed to improving the life chances of every child

This may be of interest to those thinking of joining the teaching profession in the future.

Further information and details about how to apply can be found in our recruitment pack. For an informal and confidential discussion, please contact Claire Hogg, PA to the CEO by email at chogg@merciatrust.co.uk

Closing date for applications is **12 November 2023**

JOB DESCRIPTION

Post Title:	L3 Teaching Assistant * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Salary:	Grade 4 (£20,092 - £22,183)
Responsible to:	Engagement Curriculum Lead/Assistant Headteacher
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, including planning, preparation and delivery. These activities can be for individuals/groups or whole classes on a short-term basis including monitoring and assessment, recording and reporting on pupil achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

KEY RESPONSIBILITIES

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

Specific Duties and Responsibilities:

Areas of Responsibility:

1. Support for Pupils

- Provide support to the engagement teacher to implement and review bespoke plans to meet individual need.
- To deliver bespoke behaviour interventions.
- To respond to the individual needs of pupils on a daily basis.
- To contribute to work with external agencies alongside the engagement teacher.
- Support the needs of pupils and use detailed knowledge and specialist skills to support their learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- 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.

2. Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.

3. Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver 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 pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

4. Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the 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.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: October 2023

PERSON SPECIFICATION

Post Title:	L3 Teaching Assistant *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Salary:	Grade 4
Responsible to:	Line Manager as defined in staffing structure
Responsible for:	n/a

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills – equivalent to at least Basic Skills Level 2 in English & Maths 	<ul style="list-style-type: none"> • Other relevant qualifications (eg. Foundation Degree in Education) National Vocational Qualifications in Supporting Teaching and Learning • Willingness to attend appropriate training courses to fulfil the functions of the post • First Aid Qualification
Experience	<ul style="list-style-type: none"> • A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting • Previous experience of teaching whole classes • Understanding of relevant policies/codes of practice and awareness of relevant legislation 	<ul style="list-style-type: none"> • Previous experience of working as a TA • Training in relevant curriculum areas • Specialist skills in a curriculum or learning area

	*The ability to converse at ease with members of the public and students and provide advice in	
--	--	--

<p>Knowledge/Skills (Ability to)</p>	<p>accurate spoken English is essential to the role</p> <ul style="list-style-type: none"> • Understanding of, and the ability to demonstrate, the TA Standards • Plan effective activities for pupils at risk of underachieving Develop their knowledge through the evaluation of their own learning needs • Ability to maintain effective record keeping • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to effectively use ICT to support learning, or to undertake training to do so • Knowledge of the requirements of the national literacy and numeracy strategies • Effective oral and written communication skills • Excellent interpersonal skills both in working relationship with students and in forming effective professional relationships with a wide range of contacts • Good organisational and time management skills • Attention to detail • Ability to form and maintain appropriate professional relationships and boundaries with children and young people • Ability to deal with sensitive information in a confidential manner • An understanding of and a genuine commitment to Equal Opportunities 	
--	--	--

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A positive interest in working with children • Have high expectations of children • Adaptability • Ability and willingness to work constructively as part of a team • Ability to work calmly and with patience • Ability to build positive relationships with both students and parents • Empathy with young people facing barriers to their learning • A commitment to helping students achieve, through education and learning • A positive interest in literacy development • Have knowledge of safeguarding guidelines and practices • Demonstrate positive values, attitudes and behaviour • Communicate effectively with the school community Demonstrate a commitment to collaborative & cooperative working 	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:

MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

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.
- All applications that have been submitted via email will receive an email confirming receipt.
- 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 2 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 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 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is **12 November 2023**

Interviews are expected to take place week commencing **20 November 2023**

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 2022, 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 the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.