



# **SHEFFIELD INCLUSION CENTRE**

**Building Brighter Futures**

## **RECRUITMENT PACK**

Job Role: **Teaching Assistant Level 2**

Website: [www.inclusion.sheffield.sch.uk](http://www.inclusion.sheffield.sch.uk)

## **Why we are here**

Thank you for your interest in the vital position of Teaching Assistant.

We feel we are the most important school in Sheffield with some of the most vulnerable and at the same time vibrant children in the city. Many of our children have unsettled home lives and mental health difficulties. Therefore, it is important to role model behaviour and always show children unconditional positive regard.

Everything we do is based on relationships and building trust.

Our children have not had the best start to their young lives in education so we need to help them become ready to learn and then to accelerate their learning so we provide a brighter future with improved life chances.

We achieve this with a range of personalised learning pathways and by surrounding the young person with a team who care and believe in them. The team is made up of teachers, mentors, teaching assistants, therapists, youth workers, youth offending workers, transition coaches, etc. We are fortunate enough to be supported by a range of external agencies from the LA, the NHS and social care.

All our children have been permanently excluded from mainstream school. Some children are reintegrated back to mainstream. Young people come to us with unmet Special Educational Needs and in some cases a full assessment of need is carried out resulting in an Education, Health and Care Plan (EHCP). In some cases, these young people may be better placed at a Special School and again we will ensure we support that transition.

Across Sheffield we have 8 smaller campuses, please reference the website for locations. We also have four prevention bases that aim to prevent permanent exclusions.

### **Our single purpose is based on these values**

- Everyone deserves a fresh start
- Everyone wants more success when they start to feel success
- Everyone functions and learns better when they feel safe and there are routines
- Everyone needs others to believe in them and care for them and respect them
- Everyone needs support to alter their behaviours and mindset
- Everyone needs to know about the opportunities in order to take them
- Everyone learns differently and at a different pace.

## **Teaching & Learning**

Excellent Teaching and Learning is at the heart of unlocking a child's potential, placing them firmly on the path to future success and brighter futures, whilst nurturing and supporting their wider development.

At the Sheffield Inclusion Centre our teaching and learning model is based on supporting our children to know more and remember more.

Each lesson builds in opportunities to check previous learning, deliver new content, model and support independent practice.

Reading plays a crucial part in our lessons and our children are supported and challenged to become familiar with new subject specific vocabulary.

## **Curriculum**

We know when our children start with us they will have many gaps in their learning. This will be for a number of reasons. As educators our job is to quickly work out where the gaps exist and plug them, all the time building confidence and a sense of success they may not have experienced before.

It is vital that we have high expectations for our children so we give them the best start in life, tooled up with skills and knowledge ready for their next phase of learning.

Every minute at school should be seen as an opportunity to help the child to make progress whether it be academically or socially and emotionally.

The curriculum offered at the centre is personalised in order to meet the individual needs of each pupil.

We look forward to receiving your application and please do not hesitate to request a visit or more information.

## About the Role

- Job Title:** Teaching Assistant Level 2
- Contract:** Temporary 1 year contract  
Term time only
- Salary:** Grade 3 £21585 – actual salary £18462
- Start Date:** June 2022

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Do you want to make a difference to young lives? At Sheffield Inclusion Centre we are looking for energetic, enthusiastic people to work with our young people.

We are looking to appoint a Teaching Assistant and would welcome applicants from a variety of backgrounds and work experiences.

**Applicants will ideally meet the following criteria:**

- Ambitious & resilient
- Flexible
- Engage with young people to support in learning & social development
- Experience of working with young people who have social, emotional & behavioural difficulties
- Previous experience as a Teaching Assistant

It is an exciting time to join us as we reshape our service to better suit the needs of the city's children and young people. The successful applicant will join the teaching assistant team.

**Main responsibilities include:**

- To support learning over all phases of the school, ages 5 to 16
- To provide supervision and activities at social times
- To support young people
- To be a visible and supportive presence in school
- To liaise with home, school and external agencies to support young people in centre
- Support induction and reintegration of young people to and from the school

In turn, we can offer our commitment to your professional development and the opportunity to make a very real difference to the lives of our children.

Please contact school by email [enquiries@inclusion.sheffield.sch.uk](mailto:enquiries@inclusion.sheffield.sch.uk) or telephone 0114 2531988 for further information.

Please return your completed application form to Debra Blackburn by email [enquiries@inclusion.sheffield.sch.uk](mailto:enquiries@inclusion.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.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

<b>Job Description</b>	
Job Title:	Teaching Assistant
Grade:	3
Responsible to:	Line Manager as defined in staffing structure
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. The primary focus will be to maintain good order and to keep pupils on task.
Main Duties and Responsibilities:	<p><b>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.</b></p> <p><b>1 SUPPORT FOR PUPILS</b></p> <ol style="list-style-type: none"> <li>1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>3. Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>4. Promote the inclusion and acceptance of all pupils.</li> <li>5. Encourage pupils to interact with others and engage in activities appropriate to their needs and abilities.</li> <li>6. Set challenging and demanding expectations and promote self-esteem and independence</li> <li>7. Provide feedback to pupils in relation to progress and achievement under the overall guidance of the teacher</li> </ol> <p><b>2 SUPPORT FOR THE TEACHER</b></p> <ol style="list-style-type: none"> <li>1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>2. Use strategies, in liaison with key staff, to support pupils to achieve learning goals</li> <li>3. Assist with the planning of learning activities</li> <li>4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</li> </ol>

5. Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc.
6. Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### **3 SUPPORT FOR THE CURRICULUM**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses and in accordance with their personal plan.
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, phase, early years recording achievement and progress and feeding back to key staff as appropriate.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### **4 SUPPORT FOR THE SERVICE**

1. Be aware of and comply with policies and procedures relating to safe guarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the Service
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
8. 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
9. Any other related duties as may arise.

**Sheffield Inclusion Centre**  
**Teaching Assistant Level 2**

**PERSON SPECIFICATION**

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Minimum Essential	Method of Assessment
<b>Skills /Knowledge</b>	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies	Interview
Basic understanding of child development and learning	Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview
Effective use of ICT to support learning	Interview
Use of other equipment technology – video, photocopier	Interview
Has speaking and listening skills to extend language in discussion	Interview
Can manage the behaviour of pupils in a reasonable manner	Application Form, Interview
Has a caring positive attitude towards pupils welfare	Interview
Has an awareness of pupils with special educational needs	interview
Can maintain trust and confidentiality where appropriate	Interview
Can assist the Service in forming a partnership with parents	Application Form, Interview



Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain pupils records	Interview

<b>Experience, qualifications, and training (if any)</b>	
NVQ2 for Teaching Assistants or equivalent qualification or experience, and completed the DfES Teacher Assistant Induction Programme	Application Form
Training in the relevant learning strategies e.g. literacy	Application Form
First aid training as appropriate	Application Form
Be willing to undertake essential training including Team Teach	Application Form, Interview
Experience working with or caring for children of relevant age	Application Form, Interview
Completion of DfES Teacher Assistant Induction Programme	Application Form
Good numeracy/literacy skills	Application Form, Interview
<b>Work related circumstances</b>	
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
To carry out home visits, as required, liaising with PRU staff, pupils and their families/carers	Application Form, Interview
Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview

**Thank you for your interest.**