

# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of **Chorus Education Trust**. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. It sits within a new building with a full complement of facilities.



At Silverdale's heart is one of the country's largest Teaching Schools, the **Sheffield Teaching School Alliance** and in 2020 it was asked to establish one of the first Teaching School Hubs, which resulted in the launch of the **South Yorkshire Teaching Hub**. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

### **Senior Teaching Assistant – Level 3 (Cover Supervisor)**

**Grade 4, SCP7-12 £20,092 - £22,183 (pro rata £17,184 - £18,973)**

**37 hours per week / 39 weeks per year**

**Permanent**

**To start: ASAP**

### **About this vacancy**

We are looking to appoint highly motivated, skilled and creative Cover Supervisor who will share our vision and ambitions for our young people. The successful applicant will need to have very good numeracy and literacy skills as well as excellent communication and inter-personal skills. Experience of working with young people in a school setting is desirable.

This post offers an outstanding opportunity to join our school and is ideal for an ambitious person who is looking to develop professionally. The role may suit anyone who may be considering a career as a teacher.

Our team of cover supervisors work across the whole curriculum and they also provide support to students as needed. You will supervise the work that has been set by the teacher and manage the behaviour of pupils in the classroom to ensure a positive learning environment.

We are looking for:

- Someone who is an excellent role model, creative and motivational
- Someone who is able to inspire and challenge young people
- Someone who has experience of working with young people preferably in a classroom environment

- Someone with exciting ideas who can build on existing good practice
- Someone who will be engaged in all aspects of a thriving school

When not required to cover lessons for absent teachers, Cover Supervisors act as in-class support.

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Jill Rishworth (HR Administrator) at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org)

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 30 January 2022.**

Interviews to be held: **week beginning 7 February 2022.**

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

## Job Description: summary

<b>Post title:</b>	<b>Senior Teaching Assistant Level 3 (Cover)</b>
<b>Profile:</b>	
<b>Grade:</b>	4
<b>Grade spinal point range:</b>	7-12
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line Manager of post holder (if different):</b>	AHT In conjunction with the Cover Manager
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	AHT, Cover Manager, Other Teaching and Support Staff
<b>Holiday and sickness relief by/for:</b>	By and for other Education Support Staff
<b>Purpose of job:</b>	To provide short-term cover for absent teachers and to assist with student support
	This post may work across the Trust schools.
<b>Version revised:</b>	

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### Specific duties and responsibilities

- To be responsible for covering lessons for short-term absent teaching staff to the standards required by the trust and appropriate external bodies. The postholder may also be required to provide support to students to help them overcome barriers to learning. Duties will include, but not be limited to:

### Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promotion of 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 the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

### Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of SEN Support Plans
- Ensure productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- 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

### **Support for the Curriculum**

- Implement agreed learning activities and interventions, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- 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

### **Support for the Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

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 Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

## Job title: Senior Teaching Assistant Level 3 (Cover)

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		A/I
Working knowledge of national/Key Stage curriculum and other relevant learning programmes/strategies	✓		I
Understanding of principles of child development and learning processes	✓		I
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		I
Ability to relate well to children and adults	✓		I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		I
Can use ICT effectively to support learning	✓		I
Use of other equipment technology – video, photocopier	✓		I
Has sound speaking and listening skills to extend language in discussion	✓		I
Can plan, implement and evaluate learning activities	✓		I
Has experience of pupil assessment	✓		I
Can manage the behaviour of pupils in an effective manner	✓		A/I
Has a caring positive attitude towards pupils' welfare	✓		I
Has an awareness of pupils with special educational needs	✓		I
Can maintain trust and confidentiality where appropriate	✓		I
Can assist the school in forming a partnership with parents	✓		A/I
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	✓		A/I



Can complete and maintain pupils records	✓		I
Experience working with children of relevant age	✓		A/I
<b>Qualifications</b>			
NVQ for Teaching Assistants or equivalent qualification of experience	✓		A/I
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.		✓	A
<b>Other skills</b>			
Can allocate some contractual time to after school staff meetings when appropriate	✓		A/I
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	✓		A/I
Can maintain personal presentation that sets high standards for the pupils	✓		A/I
Can work within the spirit of Trust Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓		A/I
Can allocate some contractual time to supporting after school extra-curricular activities	✓		I
Is willing to become involved in the wider life of school		✓	I
<b>Child protection</b>			
Has an awareness of the latest Safeguarding procedures/practices and puts the safety of pupils first at all times	✓		I