

Appendix 1

ADVERTISING PROFORMA (SUPPORT STAFF)

Deadline for receipt of adverts cypdsc: MONDAY – 4pm
For the following weeks publications

Vacancies automatically appear in the job opportunities circular; libraries; job centres and on the Sheffield City Council website

Date for advert to appear	W/C	ASAP
External media to be used	NONE	

SCHOOL NAME ADDRESS TEL/FAX EMAIL	Five Rivers Multi Academy Trust Tinsley Meadows Primary Academy Norborough Road SHEFFIELD S9 1SG
POST TITLE	Level 2 Teaching Assistant (until 31.08.2019)
IS THIS A NEW POST? Y/N HAS THIS BEEN TO ALLOCATION PANEL Y/N	NO
IF THE POST IS TEMPORARY PLEASE GIVE THE REASON	
GRADE & SALARY	LD2.5 Grade 3 (£17, 173 to £18, 672 (hourly rate £8.90 to £9.68) Term time only pro-rata (39 weeks + five weeks holiday)
JOB FAMILY	Learning & Development
ROLE PROFILE	
JOB DESCRIPTION IDENTIFICATION NO.	AS ATTACHED
IF THIS ADVERT IS THE RESULT OF AN EMPLOYEE LEAVING THE POST - PLEASE PROVIDE THEIR NAME HERE	

HOURS PER WEEK	34
WEEKS PER YEAR: E.G. 52/38/39	39
CLOSING DATE	Monday 8 th October 2018
INTERVIEW DATE	TBC
POST DETAILS FULL ADVERT AS IT IS TO APPEAR INCLUDE SALARY, HOURS CONTACT DETAILS, TEMPORARY REASONS, CLOSING DATE ETC	<p>Post Title: Level 2 Teaching Assistant Salary: Grade LD2.5 Grade 3 (£15,523 - £17,372) pro rata Hours: 34 hours per week / 39 weeks or year</p> <p>Contract: Temporary until 31.8.2019</p> <p>Tinsley Meadows Primary Academy is part of Five Rivers Multi Academy Trust and is a leading Sheffield School for pupils aged 2 -11 years. We have a vast amount of experience in raising attainment which in turn, helps us to raise children's aspirations for a happier, safer and more positive future.</p> <p>Tinsley Meadows Primary Academy are now seeking to appoint a Level 2 Teaching Assistant to work across school. The successful candidate whilst working under the supervision of a qualified teacher must be able to work independently and be capable of working with small groups of children to be able to assess their progress and development.</p> <p>The essential aspects of this post is the ability to motivate children, along with a commitment to raise achievement and standards. An NVQ Level 2, or equivalent qualification, or relevant experience is needed and a good standard of English and Mathematics. Candidates should also be able to demonstrate sound ICT and excellent interpersonal skills and be flexible and adaptable. If you think you have the necessary skills and dedication we would be delighted to receive your application.</p> <p>Application packs available by contacting</p> <p>Allison Brunt Business Support Manager Tinsley Meadows Primary School Bawtry Road SHEFFIELD S9 1WB Telephone: 0114 244 1842 or Email: applications@tinsleymeadows.sheffield.sch.uk</p> <p>The school is committed to safeguarding and promoting the welfare</p>

	and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Criminal Records Disclosure Form in line with Section 115 of the Police Act 1997.

Please complete this form for any support post you wish to advertise. HR will attach a copy of the job description for the post.

PLEASE NOTE THERE WILL BE A DELAY IN ADVERTISING YOUR POST UNTIL THE PROFORMA IS FULLY COMPLETED.

Please send completed form to sue.sneddon@sheffield.gov.uk or sue.daly@sheffield.gov.uk . If you have any queries feel free to contact Sue on 0114 2930901