

## 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

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

<b>SCHOOL NAME</b> <b>ADDRESS</b> <b>TEL/FAX</b> <b>EMAIL</b>	FIVE RIVERS MULTI ACADEMY TRUST <b>Tinsley Meadows Primary Academy</b> Norborough Road SHEFFIELD S9 1SG
<b>POST TITLE</b>	Level 2 Teaching Assistant – <b>temporary for 1 term</b>
<b>IS THIS A NEW POST?</b> <b>Y/N</b> <b>HAS THIS BEEN TO</b> <b>ALLOCATION PANEL</b> <b>Y/N</b>	NO
<b>IF THE POST IS</b> <b>TEMPORARY PLEASE</b> <b>GIVE THE REASON</b>	
<b>GRADE &amp; SALARY</b>	LD2.5 Grade 3 (£17,173 - £18,672 pro-rata)
<b>JOB FAMILY</b>	Learning & Development
<b>ROLE PROFILE</b>	
<b>JOB DESCRIPTION</b> <b>IDENTIFICATION NO.</b>	AS ATTACHED
<b>IF THIS ADVERT IS</b> <b>THE RESULT OF AN</b> <b>EMPLOYEE LEAVING</b> <b>THE POST - PLEASE</b> <b>PROVIDE THEIR</b> <b>NAME HERE</b>	

<b>HOURS PER WEEK</b>	34
<b>WEEKS PER YEAR: E.G. 52/38/39</b>	39
<b>CLOSING DATE</b>	Monday 10 <sup>th</sup> December 2018
<b>INTERVIEW DATE</b>	TBC
<b>POST DETAILS FULL ADVERT AS IT IS TO APPEAR INCLUDE SALARY, HOURS CONTACT DETAILS, TEMPORARY REASONS, CLOSING DATE ETC</b>	<p><b>Post Title: Level 2 Teaching Assistant</b>  <b>Salary: Grade LD2.5 Grade 3 (£15,523 - £17,372) pro rata</b>  <b>Hours: 34 hours per week / 39 weeks or year (term time only)</b></p> <p><b>Contract: TEMPORARY – until end Spring 19 term</b></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>The Trust Board of Five Rivers Multi Academy Trust are now looking for an enthusiastic Level 2 Teaching Assistant to work in the nursery unit at Tinsley Meadows Primary Academy. This position is temporary until the end of spring term 2019 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 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.</p> <p>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><b>Tinsley Meadows Primary Academy</b>  <b>Norborough Road</b>  <b>SHEFFIELD S9 1SG</b>  <b>Telephone: 0114 244 1842</b>  <b>or</b>  <b>Email: <a href="mailto:applications@tinsleymeadows.sheffield.sch.uk">applications@tinsleymeadows.sheffield.sch.uk</a></b></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](mailto:sue.sneddon@sheffield.gov.uk) or [sue.daly@sheffield.gov.uk](mailto:sue.daly@sheffield.gov.uk) . If you have any queries feel free to contact Sue on 0114 2930901**