

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 – for summer term
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, 007 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 29 th April 2019
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</p> <p>Salary: Grade LD2.5 Grade 3 (£17, 007 to £18, 672 (hourly rate £8.90 to £9.68)</p> <p>Hours: 34 hours per week / 39 weeks or year</p> <p>Contract: Temporary until 31.08.2019 – possibility of being extended</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. We also have national Teaching school status and advise others nationally on practice.</p> <p>Tinsley Meadows Primary Academy are now seeking to appoint a Level 2 Teaching Assistant for the summer term 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 assessing the progress and development of the pupil.</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.</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>Tinsley Meadows Primary School Bawtry Road SHEFFIELD S9 1WB Telephone: 0114 244 1842 or</p>

	<p>Email: applications@tinsleymeadows.sheffield.sch.uk</p> <p>The school is committed to safeguarding and promoting the welfare 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.</p>