Sheffield City Council

Human Resources Service

Moorfoot Building, Sheffield S1 4PL

Webpage: <https://www.sheffield.gov.uk/home/job-vacancies>

**Sheffield City Council Sheffield Schools - Job Advert Request Form**

1. **Job Details**

|  |  |
| --- | --- |
| **Job Details** | **Please add correct details, delete not applicable** |
| Job Title | Teaching Assistant Level 2 (Special) |
| School Name | Talbot Specialist School |
| Location | Lees Hall Road, Sheffield, S8 9JP |
| Contract | Permanent |
| Hours per week | 32.5 |
| Weeks per year | 39 (including 5 curriculum days) |
| Grade and Salary | Grade 4 / Scale point 7 – 12 (£24,294 - £26,421) |
| Actual Part Time Salary | £18,355 – £19,962 |
| Closing Date | **Thursday 17th October 2024 at midday** |
| *Job Reference Number* |  |

1. **School Contact Details for Advert**

|  |  |
| --- | --- |
| Contact Name | Julia Robertshaw |
| Position | HR Assistant |
| Telephone Number | 0114 2507394 |
| Email Address | HR@talbot.sheffield.sch.uk |
| Website Address | *Talbotlearningcommunity.org.uk* |

1. **Advert Wording**

Please add your wording in the space below. We will add the standard paragraphs as listed.

**Permanent Teaching Assistant (Special) Level 2**

Governors would like to invite applications for the above posts which start as soon as possible.

**Talbot Specialist School** is situated in the South of the city and provides education for students with cognition and learning difficulties – including emotional, behavioural needs, profound and complex learning difficulties and pupils within the autistic spectrum. Talbot is co-located with Newfield Secondary School, and works closely with them to actively seek out opportunities to promote inclusion across the curriculum for all its young people.

In 2016 Talbot established **FUSION SEND-Hub.**

The governors will appoint those who have:

Relevant qualifications or experience in SEN

Experience of working with young people with Severe and Complex Learning Difficulties and / or ASD.

Training in relevant learning/behaviour strategies e.g. SEN, Team Teach, Positive Handling

First Aid Training/Training as appropriate

Candidates should be willing to take responsibility for basic care and hygiene as part of their duties in order to ensure that the students are able to gain full access to the curriculum. This includes meeting personal care needs and feeding.

In addition, candidates will need to demonstrate the following key competencies:

Good communication and inter-personal skills

The ability to work with other agencies as part of a multi-disciplinary team

Undertaking training in the following areas will be a requirement; Moving and Handling, Makaton Signing and Team Teach (Positive Handling Techniques).

The selection process involves shortlisting candidates through the matching of information from the application form and accompanying letter/statement to the person specification.

**Please return your completed application form to Julia Robertshaw, HR Assistant, by email** [**HR@talbot.sheffield.sch.uk**](mailto:HR@talbot.sheffield.sch.uk) **or by post (Talbot Specialist School, Lees Hall Road, Sheffield, S8 9JP).**

***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.***

1. **Email this Form and the Job Description to:-**

[hrs-sheffield@capita-services.co.uk](mailto:hrs-sheffield@capita-services.co.uk)

*(Admin Purposes only)*

Capita Approval:

|  |  |  |
| --- | --- | --- |
|  | Name | Date |
| Capita Contact Name |  |  |
| Content Approved |  |  |
| Order/Reference Number |  |  |

Capita to email this form and job description to Sheffield City Council HR Service - Recruitment