



The Birley Academy
A L.E.A.D. Academy

Candidate Information Pack

Teaching and Learning Assistant

The Birley Academy





Welcome from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.

Victoria Hall, Headteacher



About The Birley Academy

At The Birley Academy our vision is simple; we challenge ourselves and each other to be our best selves, demonstrating our school values every day, in all situations. We want to be the school of choice in our region, showcasing excellent teaching and providing our pupils with an exemplary education and school experience.

Our values of Courage, Ambition, Respect, Kindness and Integrity have been developed with our staff and pupils to help all to succeed in life and achieve our academy vision together.

We are dedicated to providing a transformative educational experience that prepares students not only for academic success but also for a life of purpose, responsibility and fulfillment.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential. We work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our pupils.



Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



Teaching and Learning Assistant

Location:	The Birley Academy, Sheffield, S12 3BP
Salary:	SCP 2 (39 weeks per year, 35 hours per week)
Closing date:	9 July 2025
Interview date:	TBC (w/c 14 July 2025)
Start date:	1 September 2025

Job purpose:

- To work with children as part of a team under the direction of the Headteacher to foster the participation of the pupils in order to gain social and academic success. To contribute to the wider Academy in upholding standards and promoting the safeguarding and welfare of the pupils you have contact with during the course of your duties.

Key Responsibilities:

- Provide outstanding support to enable students with additional needs including those with SEND to play a full and active part in the life of the school and to make outstanding progress in their learning.
- Support the teacher in the classroom and in preparation for lessons.
- Support students with their educational and social development.
- Help to develop programmes of learning activities and adapting appropriate materials.
- Motivate and encourage students.

Support for Students:

- Provide support for students who may be dis-advantaged or have an Education Health Care Plan (EHCP), while employing effective learning strategies to encourage the students to work with increasing independence within a group and class.
- Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- Support student access to the curriculum by adapting and scaffolding learning activities where appropriate.
- Develop a positive relationship with students to support progress and attainment and promote self-esteem and independence.
- Support students as part of a planned inclusion programme and provide intervention strategies and programmes as requested.

Job Description



- Provide feedback to students on their progress, achievement and attainment.
- Support the use of ICT and alternative technologies in learning activities.
- Deliver intervention and support strategies for specific students as directed by the teacher or SENCO.

Support for Teachers:

- Provide advice and support to teachers and other support staff as to the most effective methods of support for students with learning needs.
- Work with the teacher in lesson planning, support plans, EHCP targets, evaluating, and adjusting lessons / work plans as appropriate for students with SEND.
- Liaise with the SENDCo and specialist staff (e.g. Occupational Therapist or Speech and Language Service) as requested to receive and disseminate advice given to effectively support students across curriculum areas.
- Liaise with the complex needs service as requested to receive and disseminate advice given to effectively support students across curriculum areas.
- Liaise sensitively and effectively with parents and carers; and in languages other than English when necessary; and participate in feedback meetings with parents under the teacher's supervision.
- Assist the class teacher, SENDCo and the wider SEND team in the development, monitoring and review of students' support plans and learning profiles.
- Assist in student supervision and management of student behaviour, in line with school procedures.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.
- Support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher.
- Report on student achievement, progress and issues in a suitable format.
- Administer and contribute to assessments as required.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Manage the compilation of records, information and data.
- Administer and assess routine assessments, undertake routine marking of students' work, and accurately record achievement / progress.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Assist the teacher in other everyday classroom duties as and when required to do so.

Job Description



Support for School:

- Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- Assist in providing an atmosphere in which effective learning can take place.
- Support the promotion of positive relationships with parents and outside agencies.
- Work within school policies and procedures.
- Attend and participate in individual and team meetings as required.
- Undertake personal development and improve own practice through appraisal, training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- Accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.
- Assist with the supervision of students out of lesson time.
- Work as part of a team and support the role of other people in the team.
- Build and maintain constructive relationships with other agencies/professionals/parents/carers in liaison with the teacher, to support the achievement and progress of students.
- Take care of own and other people's health and safety.
- Be aware of the confidential nature of issues.

Other Responsibilities:

- Champion the Trust's principles of 'Lead', 'Empower', 'Achieve' and 'Drive'.
- Champion the Academy values of Respect, Ambition, Kindness, Courage and Integrity
- Contribute to the wider life of the Trust and the L.E.A.D. community.
- Comply with and work within school policies including those relating to safeguarding and child protection, health and safety, confidentiality, and data protection, reporting all concerns to a nominated person.
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable.
- Undertake other duties consistent with the scope of the post and within the competence of the post holder as required, in accordance with the Academy's aims and objectives.
- Carry out any such duties as may be reasonably required by the Headteacher.

Records Management:

- All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.
- As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to any relevant national standards and other requirements of the professional role.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• 5 A*- Cs or 9 - 5 grades at GCSE including English and Maths.	<ul style="list-style-type: none">• A Levels or Level 3 qualification in a relevant subject or equivalent• A degree qualification or equivalent• NVQ Teaching Assistant or equivalent

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Ability to maintain positive relationships with students and other adults.• Ability to work with pupils on a one to one, small groups and whole class.• Ability to work effectively within a team.• Effective classroom and behaviour management skills.• Good ICT skills for word-processing and use of learning software, including online resources.• Knowledge of the secondary curriculum.• Ability to act on own initiative, dealing with any unexpected problems that arise.• Demonstrate good inter-personal skills and communicate with a range of people.• Ability to work effectively and supportively as a member of the school team.	<ul style="list-style-type: none">• Ability to contribute effectively to teachers' planning and preparation for lessons.• Ability to support teachers in evaluating pupils' progress through a range of assessment activities.• Ability to communicate effectively in community languages.• Knowledge of strategies to support students with visual and/or hearing impairment(s).

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Working with children in a school setting.• Effective use of ICT packages, especially Word and Excel.• Effective use of e-mail systems/online platforms.	<ul style="list-style-type: none">• Contributing to development, monitoring and review of pupil profiles.• Working within a secondary school.• Supporting students who have specific difficulties.• Working with students who have physical disabilities.• Experience of SIMS computerised systems.

Personal Attributes	Essential criteria
	<ul style="list-style-type: none">• Commitment to working flexibly before and after school hours as required.• Energetic, enthusiastic and resilient, along with being action and solution focussed.• Committed to self-development and the development of others.• Highly resilient and determined in the face of challenges.• A passionate belief in the school's mission statement.• Highest levels of professional and personal integrity.• Personal resilience, persistence and perseverance.• Commitment to support L.E.A.D. Academy Trusts agenda for safeguarding and equality and diversity.



How to apply

Closing date: 9 July 2025
Interview date: TBC (w/c 14 July 2025)
Contact email: hr@birleysecondaryacademy.co.uk
Contact number: 0114 239 2531

Visit our websites vacancy page to apply for this position.

<https://www.birleysecondaryacademy.co.uk/vacancies/>

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary
Academies



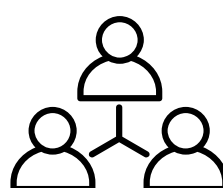
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Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



The Birley Academy
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Birley Lane
Sheffield
S12 3BP

T: 01142 392531

