



**W A T E R T O N**  
ACADEMY TRUST®



**Walton Primary Academy**  
**Teaching Assistant with a 1:1 responsibility**  
**Application Pack**

<b>Post title</b>	Teaching Assistant with a 1:1 responsibility
<b>Location</b>	Walton Primary Academy The Grove Walton Wakefield WF2 6LD
<b>Salary &amp; Grade</b>	G4 SCP5 – SCP6  FTE £19,650 - £20,043  Actual salary - (£13,292 - £13,557)
<b>Hours</b>	30 hours per week Term time only Fixed term until 31.08.2023

Walton Primary Academy is a large primary school situated in the beautiful village of Walton on the outskirts of Wakefield, West Yorkshire. We are a very successful school, receiving a good Ofsted Report in 2017. At Walton, we pride ourselves on providing a happy, inclusive and caring setting. Our children have the opportunity to reach their full potential and to do so with a smile on their faces.

In September 2014 Walton Primary Academy became the inaugural school of Waterton Academy Trust. As a growing organisation consisting of infant, junior and primary schools Waterton Academy Trust's main aim is to ensure all children receive the education that they deserve, and Walton Primary Academy is very proud to be part of this.

The Governors, staff and children of Walton Primary Academy are seeking to appoint a Teaching Assistant with a 1:1 responsibility to provide an exceptional learning experience for the children of the community and to support school in ensuring all our children achieve success. The role would be ideal for someone who is looking to extend their skills and experience in one to one support. Working at Walton Primary Academy, the successful candidate would work closely as part of the teaching team to support children with their medical and learning needs.

#### **We are looking for someone who:**

- Is committed to inclusion and developing the full potential of all children
- Has proven experience of supporting pupils with challenging behaviours and is emotionally resilient
- Is able to support pupils through a personalised timetable
- Is able to de-escalate possible conflict and challenging situations
- Can work under the direction of the teacher to implement group or 1:1 interventions to support pupils who have emotional and social barriers to learning
- Can use strategies, in liaison with the teacher, to support pupils to achieve Early Years Foundation Stage objectives - The Early Learning Goals and use their knowledge and understanding of numeracy and literacy in helping children in their learning.
- Understands Behaviour Support Plans and can assist to the formulation and implementation of such plans
- Establishes constructive relationships with pupils, acting as a role model and setting high expectations
- Works well as part of a team and has good interpersonal skills
- Genuinely cares about children and improving their life chances through positive school experiences

This post involves working with children with learning/social emotional needs and will also involve general support assistant responsibilities. This appointment is specifically to assist with the education of children who have special educational needs and consequently does not form part of the school's permanent staffing compliment.

### **In return, we can offer:**

- A friendly, welcoming school
- A supportive and forward thinking leadership team
- A great team of dedicated and committed staff
- A commitment to your professional development and an exciting opportunity to work within a multi-academy trust
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

### **Further Details**

Visits to the school are warmly welcomed. Please contact the school office to arrange a suitable time. Tel: 01924 255 960.

### **To Apply**

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. [www.watertonacademytrust.org](http://www.watertonacademytrust.org)

Completed applications are to be returned to [waltonschooloffice@watertonacademytrust.org](mailto:waltonschooloffice@watertonacademytrust.org) for the attention of Helen Thomas, or to the school address by the closing date.

### **Selection Timeline**

**Closing Date:** Friday 7<sup>th</sup> October 2022 – 9am

**Shortlisting:** Friday 7<sup>th</sup> October 2022

**Interviews:** Wednesday 12<sup>th</sup> October 2022

**Start Date:** ASAP Once all relevant checks have been completed.

# Dear Applicant



**Thank you for your interest in the post of EYFS Teaching Assistant with a 1:1 responsibility at Walton Primary Academy. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.**

Our Trust came in to being on the 1st September 2014. Our 13 primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family. As a key leader in the development of our provision, you will also have the opportunity to work alongside partners from across the trust and the wider system leaders' network.



Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,

Dave Dickinson OBE  
Chief Executive Officer



# Dear Colleagues

On behalf of the children, staff parents and governors here at Walton Primary Academy, I would like to thank you for expressing an interest in the role of Teaching Assistant at our fantastic school. We are looking to recruit a talented and inspirational member of our team who will help to support and enhance the learning experiences of our children.



We place a huge emphasis on the inclusivity of our setting and great pride in the progress and attainment that all our learners make. This is based upon an understanding of the individual needs of children and offering them an exciting and experiential curriculum that both stimulates and challenges. We aim to develop skills and resilience that enable all to achieve in a culturally rich and diverse world. We place great value in empathy and understanding the endless possibilities that education can offer. Language development and positive social relationships are a major part of our ethos and this begins in our Early years setting.

Walton is a bright and vibrant setting with children that reflect this. Attitudes are positive and friendly and parents are supportive and approachable. We have high expectations and aspirations for all our children and in turn, we expect the same of ourselves.

Staff are well supported and our SLT and teaching team work closely with teaching support to provide effective and exciting teaching and learning opportunities. You will be joining a hard working and dedicated team that help to create an engaging and vibrant school environment.

All staff at Walton Primary Academy are well supported in their continuous professional development and being part of Waterton Academy Trust allows us to access the highest quality training and support.

We hope that you will consider joining our happy, friendly and hard-working team here at Walton and we look forward to receiving your application.

**Mr A Harpham**  
**Headteacher**



It's a school full of wonderful staff and wonderful children.

**Lois**

**Lead HLTA**





# About our School

Walton Primary Academy is proud to be part of the Waterton Academy Trust, a group of like-minded schools with an ethos of creating vibrant and engaging environments where all pupils have the potential to shine.

Walton Primary Academy is a 1.5 form entry school in the village of Walton which is approximately 3.5 miles south east of the centre of Wakefield. Walton is a picturesque village with a strong sense of community. We are located on the boundary of Walton Hall, once the residence of Charles Waterton, the naturalist and explorer who lends his name to our trust.



We are very proud of our children and we place a huge emphasis on community and the role that parents play in the education of their children. At Walton Primary Academy we aim to provide all our learners with endless possibilities and a deep self-belief. We aim to facilitate opportunities that spark the imagination, making learning inspirational and relevant to the needs of every individual. As a school we aspire to ignite a passion for life-long learning and to develop great thinkers who embrace challenges. Our curriculum ensures that we promote curiosity, enthusiasm and independence. All of the above is based upon a bedrock of mutual respect, tolerance and empathy. We aim to promote children's roles in both the local and global community.

Our most recent Ofsted grading was good and the report stated that 'pupils are confident to share their ideas and justify their opinions' whilst 'leaders and teachers actively promote pupils' spiritual, moral, cultural and social development'. We pride ourselves in being an inclusive setting where everyone is welcomed and feels valued.

Our school motto at Walton is 'Moving Forward Together' and we do this on a daily basis with positivity and a happy smile.



Such well-mannered, smiley and happy children.

**Sara**

**Assistant School Catering  
Manager**





Walton Primary is a lovely school, where you really are part of a team who are hardworking, caring & supportive to each other. Overall, it's a pleasure to work with such fabulous peers

**School Office Staff**

## Why Choose Walton?

At Walton, we place children at the centre of everything that we do

Staff are given excellent professional development opportunities and we ensure that their well-being is supported effectively

Governors, parents and the wider community all play a part in our success

We are able to call upon expertise from across the trust. Colleagues collaborate and share best practice through many network groups



# About the Trust

Our vision is to create a collaborative of schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



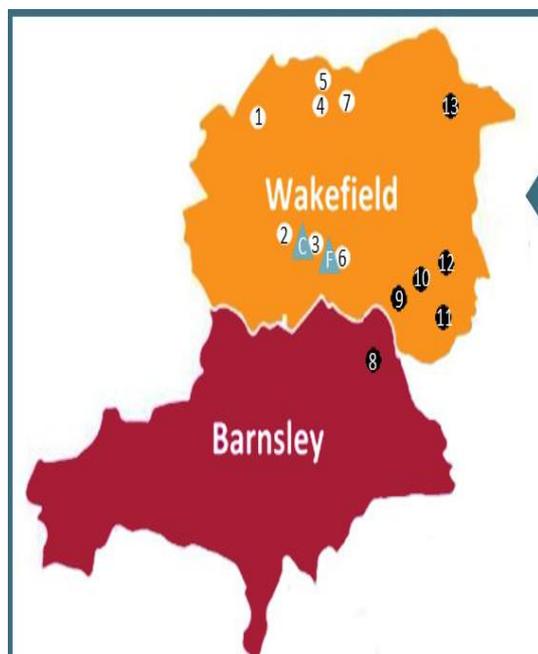
The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. The trust believes that excellence can only be delivered through investing in people and providing them with the resources they need to deliver. The CfE is one example of how we do that.

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between each other within a reasonable time frame. There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



I joined Waterton as an apprentice and have enjoyed three years of professional development. I feel that I have grown into a valued member of the Central Team. I am loving working within the excellent resource that is the CfE.

**Jack**  
**Digital Media Officer**



## Waterton Offices

C – Centre for Excellence  
F – Finance Office

## West Hub Schools

- 1 – Wrenthorpe Academy
- 2 – Sharlston Community School
- 3 – Walton Primary Academy
- 4 – Normanton Junior Academy
- 5 – Lee Brigg Infant and Nursery School
- 6 – Crofton Infants' School
- 7 – Normanton Common Primary Academy

## East Hub Schools

- 8 – Churchfield Primary School
- 9 – King's Meadow Academy
- 10 – West End Academy
- 11 – South Kirkby Academy
- 12 – Ackworth Mill Dam School
- 13 – Cherry Tree Academy

# About the Trust

(Continued)



## Partners and Projects

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about.

Quality professional development is delivered by colleagues from across the trust to all members of our team.

We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and being contributors to the wider system leaders' network. We therefore encourage colleagues to take up opportunities and engage in projects outside of the trust.

Below are examples of some of the partners, projects and opportunities that Waterton Academy Trust colleagues experience.

I started my teaching career as an ITT student through the Waterton and Leeds Trinity partnership. I enjoyed the ITT course and found the training on offer, especially within Waterton, to be extremely beneficial. The course was challenging, supportive and a great deal of fun. The fact that there is a job at the end for successful students is the cherry on the cake!

**Robyn**

**Year 2 Teacher (RQT)**



Education  
Endowment  
Foundation

A collaborative partnership between Wakefield Local Authority, Wakefield System Leaders and Doncaster Research School. Supported by funding from the Education Endowment Foundation and Wakefield Council. The primary project is led by Waterton's CESO and Waterton LLEs are involved throughout.

A partnership through which EBE and Waterton Academy Trust (and the broader Waterton network) collaborate to offer professional learning to teachers and leaders.



**Evidence Based  
Education**



The desire to invest in all colleagues has seen the trust become an apprenticeship provider. The first apprenticeship to be designed was the Level 3, Supporting Learning in Primary Schools. The trust is currently designing further courses to support early career progression.

Investing in future leaders has seen the trust create a strong relationship with Learners First. Colleagues have full access to NPQ courses, with NPQH and NPQEL cohorts working together in the CfE.



**Learners First  
Schools Partnership**  
Connecting People. Promoting Excellence.

# Job Description

<b>Title</b>	Teaching Assistant/SEN Teaching Assistant
<b>Accountable to</b>	Headteacher or Line Manager nominated by Headteacher

## Purpose of the Post

Under the direction and supervision of a teacher or line manager, to attend to pupils personal needs and to provide general support in managing pupils and the classroom.

## Responsibilities

- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with Trust/school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with Trust/school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required
- To undertake routine clerical duties including bulk photocopying and assisting with lunch orders.
- Other duties commensurate with the grade of the post as directed by the Headteacher

## Expectations of All Employees

- Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Working knowledge of the education sector
- Contribute to the overall ethos/work/aims of the Trust and member academies.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

## **Additional Information**

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

### **Responsibilities for Resources**

#### **Employees (Supervision):**

None

#### **Financial:**

None

#### **Physical:**

Effective use of learning materials and resources.

### **Customers and Clients**

The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.

### **Working Conditions**

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

### **Characteristics of the post**

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

#### **The employment checks are required:**

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.**

# Personal Specification

<b>Title</b>	Teaching Assistant/SEN Teaching Assistant
<b>Accountable to</b>	Headteacher or Line Manager nominated by Headteacher

**AF:** Application Form

**I:** Interview

**CQ:** Certificates/Qualifications

**R:** Reference

**OT:** Occupational Task

**P:** Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	Level 2 Maths and Literacy or willingness to work towards	X		AF
	Level 3 Teaching Assistant Apprenticeship (or equivalent level 3 qualification in a related area) or willingness to work towards	X		AF
	Support Work in Schools (S.W.I.S) Level 2		X	AF
	Supporting pupils with S.E.N Level 2 or 3 qualification		X	AF
<b>Experience</b>				
Ability to undertake duties of the post	Working or caring for children		X	AF/I
<b>Knowledge</b>				
Includes abilities	Good numeracy/literacy skills	X		AF/I
	Appropriate knowledge of First Aid		X	AF/I
	Use of Technology e.g. ICT		X	AF/I
	Child Protection issues Health, Safety & Security issues		X	AF/I
	Data Protection issues		X	AF/I
<b>Physical Skills</b>				
Includes any specific physical requirements of the post (subject to the	Effective use of learning materials and resources.	X		I

provisions of the DDA Act)				
<b>Suitability to work with children and young people</b>				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks  Ability to work in a way that promotes the safety and well-being of all children and young people.	X		I/R  DBS Disclosure
<b>Additional Requirements</b>				
	Ability to plan effective actions for pupils at risk of underachieving	X		I
	Ability to self-evaluate learning needs and actively seek learning opportunities	X		I
	Ability to relate well to children and adults	X		I
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	X		I



# Next Steps

## Further Details

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## To Apply

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## Selection Timeline

**Closing Date:** Friday 30<sup>th</sup> September 2022 – 9am

**Shortlisting:** Friday 30<sup>th</sup> September 2022

**Interviews:** Tuesday 4<sup>th</sup> October 2022

**Start Date:** ASAP Once all relevant checks have been completed



Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



# WATERTON

ACADEMY TRUST®



**Waterton Academy Trust**  
**The Grove, Walton,**  
**Wakefield,**  
**WF2 6LD**