



**W A T E R T O N**  
ACADEMY TRUST®



# Cherry Tree Academy Teaching Assistant Application Pack

<b>Post title</b>	Teaching Assistant
<b>Location</b>	Cherry Tree Academy Cobbler's Lane Pontefract. WF8 2HN
<b>Salary &amp; Grade</b>	G4 - £21,575 - £21,968 (FTE) Actual annual salary - £13,377 to £13,621
<b>Hours</b>	27 hours and 30 minutes per week Term time only Permanent

Cherry Tree Academy is a larger than average primary school in the market town of Pontefract which joined the successful Waterton Academy Trust, a Trust of 13 primary schools in the Wakefield and Barnsley area, in April 2017. Waterton Academy Trust's main aim is to ensure all children receive the education that they deserve, and Cherry Tree Academy is very proud to be part of this collaborative group.

The Governors, leaders and children of Cherry Tree Academy are currently seeking a Teaching Assistant to join the growing team as soon as possible, with dates to be mutually agreed. The successful candidate will work closely with the teaching staff supporting children with their learning and behavioural needs.

**Working at Cherry Tree Academy, the successful candidate will:**

- Be committed to inclusion and developing the full potential of all children
- Have experience of supporting pupils with challenging behaviours and is emotionally resilient
- Be able to support pupils through a personalised timetable
- Be able to de-escalate possible conflict and challenging situations
- 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
- Understand Behaviour Support Plans and can assist to the formulation and implementation of such plans
- Establish constructive relationships with pupils, acting as a role model and setting high expectations
- Work well as part of a team and has good interpersonal skills
- Will care about children and improving their life chances through positive school experiences

**In return, we can offer:**

- A friendly, happy, caring and welcoming school community
- A supportive and forward thinking leadership team
- An opportunity to work with a passionate and dedicated team of staff
- A commitment to your professional development and an exciting opportunity to work within a multi-academy trust
- A cycle to work scheme
- An excellent pension package
- A health and well-being package



## Dear Applicant

**Thank you for your interest in the post of Teaching Assistant at Cherry Tree 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 and governors of Cherry Tree Academy we would like to thank you for your interest in joining us.

We joined the Trust in April 2017 and have worked with the full staff team to improve the learning experiences for our children. We are a very close, dedicated and ambitious team and are passionate about improving the life chances for all of our children.



Prior to Cherry Tree Academy joining Waterton Academy Trust the predecessor school had been placed in a category of concern by Ofsted. However, due to the outstanding work of the full staff team, alongside first rate support and challenge from the Trust, we were able to move out of this category in March 2020. We are now very excited to build upon this success and the academy is going from strength to strength as we journey towards an assessment of 'Good' overall. This is a very exciting time to join our staff team and contribute to this journey and ultimate success.

One of the strengths which was identified by Ofsted was the focus and speed at which the areas for improvement had been actioned since we joined the academy. We are a fast moving team, always looking for ways to improve our practice and the outcomes for our children.

Cherry Tree Academy is committed to providing a stimulating, creative environment so that all of our children reach their full potential. Our curriculum is diverse and varied to ensure that the full breadth of study is accessed by all children.

We are proud of the progress that we have made and would love you to join our team as we consolidate these developments and move forward to even greater strength. We look forward to receiving your application.



**Mr J Grayston**

Headteacher

# About our School

Cherry Tree Academy is a 1.5 form entry school serving an area of Pontefract, West Yorkshire. The percentage of disadvantaged children is higher than the national average.

A strength of the school is our inclusivity. We have a high number of pupils with complex needs. Many of which are met through EHCP provision. We are proud of our support programmes such as individual and group interventions, nurture provisions and our strengthening relationship with external support services to meet the needs of all of our children.



**Ofsted in 2020** were very positive about the improvement journey the school is on. Some comments from the report include:

- Children get a warm friendly start to school in the early years. Positive relationships are forged between children, staff and parents and carers.
- New leaders have made great strides in changing the culture of behaviour.
- Strong safeguarding procedures and carefully planned lessons and activities help to keep pupils safe.

We aspire to be a good school and have high expectations for all of our children and staff. This is a period of rapid evolution and improvement for Cherry Tree and we would love to welcome you to join our team.



The role is as rewarding as it is challenging and with the support of the Cherry Tree family, I am happier than I have ever been in my teaching career. It is truly a 'family' where we support each other on a daily basis. We have fun, we laugh and we work really hard to keep the children at the very centre of our focus.

**Sarah**

**Class Teacher**



Since joining the academy as an NQT, I have been fully supported and have been given ample opportunities for CPD as well as being given chance to shadow a leadership role.

**Chloe**

**Class teacher**



# Cherry Tree Academy



I love working at Cherry Tree. The children and staff are a pleasure to work with. We have a great team.

All staff are really well supported. We have a great team of really dedicated and approachable staff

Trudie

Office staff

## Why Choose Cherry Tree?

We are a close community who care for each other and value everyone's contributions.

We work in an innovative and stimulating environment which is well equipped and organised.

We have a knowledgeable and approachable SLT who are committed to achieving the very best outcomes for all our pupils.

We are able to call upon expertise from across the Trust, collaborating and sharing best practices through networking 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**

**East Hub**

**Wakefield**

**Barnsley**

- Ackworth Milldam Primary School
- South Kirby Academy
- Cherry Tree Academy
- Churchfield Primary School
- King's Meadow Academy
- West End Academy

**West Hub**

**Wakefield**

**Barnsley**

- Walton Primary Academy
- Wrenthorpe Academy
- Sharlston Community School
- Lee Brigg Infant School
- Normanton Common Primary Academy
- Normanton Junior Academy
- Crofton Infant School

# 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.



# 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.**

“

I have worked for Waterton Academy Trust for nearly 5 years and during this time I've watched it grow into something unique and exciting, providing fantastic opportunities for both pupils and staff. I really feel we are the Waterton family and I have never before worked with a group of more passionate, hard-working and committed individuals. We pull together when things get tough and are always willing to go that extra mile.

**Pam**

**Chief Finance Officer**



# 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 provisions of the DDA Act)	Effective use of learning materials and resources.	X		I
<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	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
	Ability to work in a way that promotes the safety and well-being of children and young people	X		I



“

Waterton Academy Trust’s strength lies in its people. Everyone is very open and supportive; I can approach colleagues for advice and guidance when it is needed. The school improvement team are skilled and knowledgeable, and I have the opportunity to work alongside valued peers in other schools nearby. Because of this network of dedicated Waterton colleagues, I can focus on each child fulfilling their potential in school, which is the fundamental tenet of the Trust.

**Clare**  
**Headteacher**





“

I am both proud and privileged to be part of Waterton Academy Trust, which strives to provide an outstanding education for all its children. It is a place where individuals are nurtured, valued and encouraged to flourish and succeed. Commitment, passion and hard work are rewarded with opportunity for personal development; in my own case I have undertaken a journey from Class Teacher, to School Leadership, Trust Lead for our Initial Trainee Teachers and now embarking on a National Professional Qualification for Headship. The ethos of our Trust is 'success is a shared experience', I have wholeheartedly found this to be the case and I am honoured to be part of it

**Sally**  
**Deputy Headteacher, Class Teacher**



# Next Steps

## Further Details

For further information please contact Mr James Grayston, Headteacher, on 01977 704 138.

## 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 [cherrytreeoffice@watertonacademytrust.org](mailto:cherrytreeoffice@watertonacademytrust.org) or to the school address by the closing date below.

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**Closing Date:** 2<sup>nd</sup> December 2022 - midday

**Shortlisting:** 2<sup>nd</sup> December 2022 - PM

**Interviews:** 6<sup>th</sup> December 2022

**Start Date:** As soon as possible, once all relevant checks have been successfully completed



I feel so lucky to be part of it all!

**Vikki**

**Chief Operations Officer**





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.



# W A T E R T O N

ACADEMY TRUST®



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