



**W A T E R T O N**  
ACADEMY TRUST®



**Cherry Tree Academy  
SEND Teaching Assistant  
Application Pack**



<b>Post title</b>	SEND Teaching Assistants
<b>Location</b>	Cherry Tree Academy Cobblers Lane Pontefract WF8 2HN
<b>Salary &amp; Grade</b>	G4 - £21,575 - £21,968 (FTE) (Actual annual salary - £13,377 - £13,621)
<b>Hours</b>	27.5 hrs (over 5 days) Term time only Permanent

Waterton Academy Trust is looking to appoint a hardworking, ambitious and empathetic teaching assistant to join the teaching and learning team at Cherry Tree Academy. These newly created roles will provide individualised and small group support for pupils with a range of special educational needs which could include social communication and interaction (Autism), cognition and learning, SEMH, and/or physical needs. You will provide learning support and pastoral intervention to enable our pupils to thrive and meet their targets in the inclusive mainstream classroom. You will be working alongside the class teacher, SENCO and outside agencies and will be a very important part of the holistic and effective team around the child.

Cherry Tree Academy is on an exciting school improvement journey with all stakeholders firmly committed to providing high-quality education for all pupils. We are ambitious for our pupils and seek to ensure every child achieves their full potential and develops a sense of belonging to the school community and family of schools.

Waterton Academy Trust is a forward thinking Multi Academy Trust of 13 partner schools, serving the Wakefield and Barnsley districts. Cherry Tree pupils, staff, families and governors are proud to be part of the Waterton family.

**The successful candidates will:**

- Have a passion for child development and truly want to make a difference
- Have a proven track record of working with children with special educational needs to meet their targets
- Have experience of working with young children in an inclusive context
- Have good language and communication skills so as to be able to support children to develop social communication and language skills
- Be flexible and able to work as part of the team around a child
- Be organised and able to support a child through a personalised timetable
- Be able to de-escalate possible conflict
- Be empathetic
- Inspire and motivate children to be their best and do their best.
- Be willing to undertake professional development and training
- Be willing to roll their sleeves up and work hard

**In return we can offer:**

- The support and expertise of the school's forward thinking SLT, excellent SENCO and wider Trust School Improvement Team
- A multi academy trust where inclusion is a priority

- A modern, bright and spacious learning environment (recently developed and refurbished)
- The opportunity to work alongside colleagues who are wholeheartedly dedicated to the pupils and community they serve
- A commitment to support your continued professional development through a network of experienced professionals across the Waterton family of schools.
- The opportunity to obtain a nationally recognised Level 3 qualification in your first year.
- The opportunity to contribute widely to pupil wellbeing
- A health and wellbeing package

### **Next Steps**

Interested applicants are encouraged to visit Cherry Tree Academy. To arrange a visit, or for further information, please contact the school office 01977 704138. Visits to school will be conducted by James Grayston (Headteacher).

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

Completed applications are to be returned to [thayes@watertonacademytrust.org](mailto:thayes@watertonacademytrust.org) or to the school address by the closing date below.

### **Selection Timeline**

**Closing Date:** 2nd December 2022 at midday

**Shortlisting:** 2nd December 2022 (pm)

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

**Start Date:** As soon as possible once all pre-employment checks have been successfully completed



# Dear Applicant

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

I joined the school in November 2019 and have worked with the staff team to improve learning experiences for children since then. I am proud to lead a dedicated and ambitious team and am passionate about improving the life chances for all of our children.



The school was inspected by OFSTED in March 2020. The journey of the school is an improving one. We were removed from the inadequate category and I am proud to say, the whole staff team is now working relentlessly and making good progress against the requirements to improve.

We are determined to build upon this success further as we journey towards a 'Good' overall judgement. This is a very exciting time to join our staff team and we are looking to recruit teachers who are willing to contribute and make a difference.

OFSTED praised our focus on prioritising improvements and the pace at which we, as a staff team, were able to implement these.

At Cherry Tree Academy we are committed to providing a stimulating, creative environment so that our children reach their full potential. We strive to deliver a curriculum that is diverse and varied and look forward to how new team members can contribute to the development of this, through effective curriculum leadership.

We are proud of the progress we are making and look forward to hearing from applicants who are ambitious for our children and who will support the school's ethos and drive for further improvement.

**Mr J Grayston**

**Headteacher**



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**

# About Our School



Cherry Tree Academy is a 1.5 form entry primary school serving the Pontefract community.

**Ofsted (2020)** recognised the positive improvement journey the school is on.

Inspectors commented:

- 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.



At Cherry Tree we thrive on the opportunity to make a positive change to the lives of children and their families.

Teresa  
Learning support Assistant



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

# 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



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

## West Hub



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

## Why Choose Waterton?

Everything we do is about creating a team of committed professionals who share our ambition for young people.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity. We promote diversity.

We recognise the need to support staff to enable a healthy work life balance.

We are able to draw upon expertise from across the trust. Colleagues collaborate and share best practice through a number of trust wide networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside sector leaders such as the EEF and Research School Network.

Flexible working arrangements are promoted across the trust where possible, to enable our staff to manage their work life and family commitments.



# 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 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>	Executive Headteacher and Head of School

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

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

**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/OT
	Appropriate knowledge of First Aid		X	AF/I
	Use of Technology e.g. ICT		X	AF/I/OT
	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
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**Suitability to work with children and young people**

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
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**Additional Requirements**

	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



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**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**