



W A T E R T O N
ACADEMY TRUST®



**Normanton Common Primary Academy
Teaching Assistant
Application Pack**

Post title	Teaching Assistant
Location	Normanton Common Primary Academy Castleford Road Normanton Wakefield WF6 1QU
Salary & Grade	Grade 4 SCP 5-6 (£21,575 to £21,968) Actual salary (£13,621 - £13,869)
Hours	Term time only 28 hours per week – Monday to Friday Permanent

Waterton Academy Trust is looking to appoint a highly motivated and committed Teaching Assistant, to join our team at Normanton Common Primary Academy, a one and a half form entry school, located in Normanton, Wakefield.

Normanton Common Primary Academy joined Waterton Academy Trust in 2015. The Trust consists of 13 primary phase schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of the curriculum

The school is committed to providing a stimulating, creative environment so that all children enjoy learning, make outstanding progress and reach their potential. The school is constantly striving to provide high-quality learning opportunities, which engage, challenge and inspire all our pupils. We are looking for a very special person to join our team. This is an excellent opportunity for an ambitious and talented individual to take a key role in our team.

We are looking for someone with a genuine passion for education – someone who is driven to make a difference to the lives of the children they work with.

In choosing a teaching assistant, we will be looking for someone who:

- Is committed to inclusion and excellence
- Has the highest expectations of themselves and others
- Has a willingness and ability to obtain and/or enhance qualifications and training for development within the post
- Can demonstrate good language and numeracy skills
- Is able to assist the class teacher and other professionals as appropriate in the development and implementation of suitable educational activities
- Is an excellent communicator and able to work well in a team
- Is a supportive and welcoming presence in the classroom and develop positive working relationships with parents
- Understands how children learn and use their initiative to meet individual's needs
- Is patient, nurturing, able to stay calm, listen, and value children's views

In return we can offer:

- Pupils who are eager to learn and a pleasure to teach
- An ambitious, supportive and forward thinking leadership team
- Friendly and professional colleagues who believe there are no limits to what our pupils can achieve
- A strong growth mind-set culture
- An absolute commitment to safeguarding and promoting the welfare and safety of pupils and staff
- A commitment to your continuing professional development and an exciting opportunity to work within a Multi Academy Trust
- A warm inclusive atmosphere which promotes co-operation
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

Further Details

Interested candidates are welcome to contact the school on 01924 890576 with any questions you may have on.

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

Completed applications are to be returned to jsidebottom@watertonacademytrust.org or to the school address by the closing date below.

Selection Timeline

Closing date: Friday 2nd December 2022 – 3pm

Shortlisting: Monday 5th December 2022

Interviews: Thursday 8th December 2022

Dear Applicant



Thank you for your interest in the post of Teaching Assistant at Normanton Common 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



Normanton Common is a popular one and a half form entry school serving the families of the Normanton community. Our vision is a simple one – every child who attends our school can expect and will receive an excellent standard of education, one that enables them to shine as individuals, make a positive contribution and reach their full potential.



Our last Ofsted inspection judged the school to have maintained a 'Good' rating.

'Pupils make good progress because teaching is effective.'

'Pupils feel safe and are confident that they can speak to adults about any concerns'.

The wellbeing of our pupils is at the heart of our work. By providing a well-structured and engaging curriculum and promoting good behaviour choices through our school Behaviour Code, we aim to enthuse in all pupils a love of learning as well as respect and care for each other and the world in which we live.

We know children learn best when home and school work together and value the partnership with families. Our aim is to communicate clearly and encourage all parents to take an active part in their child's education.

Whatever the needs of your child and whatever special interests they have, we aim to ensure your child thrives at Normanton Common Primary Academy feeling safe, making friends, learning well and enjoying success.

We are very proud of this wonderful school.

Miss S Gordon
Executive Headteacher

Mr A Riby
Head of School



Normanton Common is a special place to work. You will become part of an enthusiastic, supportive and driven team who work together to ensure the best for every child.

Class Teacher



About Our School

Our vision is a simple one – every child who attends our school can expect and will receive an excellent standard of education, one that enables them to shine as individuals, make a positive contribution and reach their full potential.

Normanton Common Primary Academy is wholly committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. All staff and governors are committed to working together to make our school a safe, happy, enriching and successful place of



- **Successful and resilient** learners who enjoy progressing and achieving
- **Confident individuals** who live safe, healthy and fulfilling lives, and who take responsibility for their own actions and make informed choices
- **Responsible citizens** who make a positive contribution to society

We expect the highest standards of behaviour and conduct from our pupils. Clear rules and guidelines, created in partnership with the pupils, ensure a calm and purposeful learning community is maintained. Our strong pastoral team offers support to children who may occasionally need help with their behaviour choices. As part of the school's working ethos, staff strive to instill good learning behaviour in order to foster independence and confidence.



Join a hardworking, friendly and dynamic team who work together to ensure the full potential of each child is achieved.



Why Choose Normanton Common?

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

We have children who behave well and try their hardest at all times.

Our parents and carers are very supportive and contribute positively to school life.

Our Governors are committed and support staff in achieving the very best outcomes.

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.



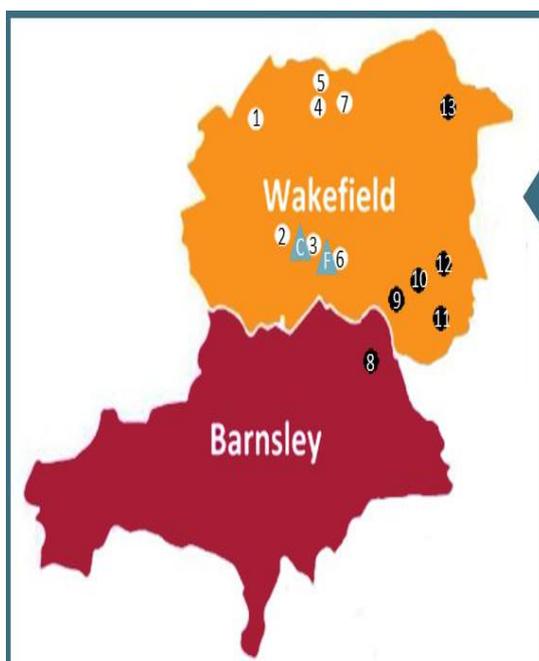
The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School 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

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

Title	Teaching Assistant/SEN Teaching Assistant
Accountable to	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 employment checks are required:

- 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)

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

Title	Teaching Assistant/SEN Teaching Assistant
Accountable to	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
Experience				
Ability to undertake duties of the post	Working or caring for children		X	AF/I
Knowledge				
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
Physical Skills				

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
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
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



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

Interested candidates are welcome to contact the school on 01924 890576 with any questions you may have on.

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

Completed applications are to be returned to jsidebottom@watertonacademytrust.org or to the school address by the closing date below.

Selection Timeline

Closing date: Friday 2nd December 2022 – 3pm

Shortlisting: Monday 5th December 2022

Interviews: Thursday 8th December 2022



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