



W A T E R T O N
ACADEMY TRUST®



Walton Primary Academy
Teaching Assistant and Lunchtime Supervisor
Application Pack

Post title	Teaching Assistant and Lunchtime Supervisor
Location	Walton Primary Academy The Grove Walton Wakefield WF2 6LD
Salary & Grade	Teaching Assistant - G4 SCP5 – SCP6 (FTE £23,500 - £23,893) Actual salary – £14,571 - £14,815 Lunchtime Supervisor – G2 SCP2 (FTE £22,366) Actual salary – £1,261
Hours	Teaching Assistant - 27 hours 30 minutes per week Lunchtime Supervisor – 2 hours and 30 minutes per week Term time only Permanent

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 2022. 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 and Lunchtime Supervisor to provide an exceptional learning experience for the children of the community and to support school in ensuring all our children achieve success.

We are looking for someone who:

- Is committed to inclusion and developing the full potential of all children
- Has a willingness and ability to obtain and/or enhance qualifications and training for development within the post
- Cares about children and improving their life chances through positive school experiences
- Is able to assist the class teacher and other professionals as appropriate in the development of suitable educational activities
- Is a good communicator and able to work well in a team
- Will be a supportive and welcoming presence in the classroom and develop positive working relationships with parents
- Will participate with games and activities; both in and outdoors whilst being tolerant of change
- Will support pupils during their lunch break
- Will ensure table manners are maintained
- Is patient, able to stay calm, listen, and value children's views
- Will support the ethos, vision and values of the school, abiding by policies and procedures

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**

Completed applications are to be returned to **waltonschooloffice@watertonacademytrust.org** for the attention of Helen Thomas, or to the school address by the closing date.

Selection Timeline

Closing Date: Tuesday 20th February 2024

Shortlisting: Wednesday 21st February 2024

Interviews: Thursday 22nd February 2024

Start Date: ASAP (once all pre-employment checks have been satisfactorily completed)

Dear Applicant

Thank you for your interest in the post of Teaching Assistant and Lunchtime Supervisor 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 of September 2014. Our 13 primary, infant, and junior schools, 2 Assessment Resource Units and 4 Pre-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.



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 and Lunchtime Supervisor at our fantastic school. We are looking to recruit a hardworking and enthusiastic person to join our friendly staff 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.

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 hardworking 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 C Thorpe

Headteacher



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

School Support Staff





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.



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

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

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about. We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and contributing to the wider system leaders' network. We encourage colleagues to take up opportunities and engage in projects outside of the trust.

Waterton Offices
 C - Centre for Excellence
 O - Operations Office

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

East Hub Schools
 8 - Churchfield Primary School
 9 - King's Meadow Academy
 p - The Meadow Pre-School
 10 - West End Academy
 p - The Woodland Pre-School
 11 - South Kirkby Academy
 12 - Ackworth Mill Dam School
 13 - Cherry Tree Academy
 p - Cherry Blossom Pre-School
 14 - Newstead Academy

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. The trust intends to continue to grow within these key partnership areas.

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.

Governance

The Trust model of governance is based on two geographical hubs and is built to ensure scalability and clear lines of communication between all levels of governance. The Members of Waterton Academy Trust commissioned a review of Governance by the CST which took place during the academic year 22/23. The findings of the review were extremely positive and reaffirmed our belief that the Trust has a robust and fit for purpose governance model.



Our Vision, Values and KPI



- Assemble a collaborative of schools that strive to deliver excellence throughout
- Establish an environment where children enjoy and engage in a rich and relevant curriculum
- Cultivate a culture of high aspiration, regardless of social, economic or cultural background
- Create a community where everyone reaches their full potential and where success truly is a shared experience



Job Description

Title	Teaching Assistant/SEN Teaching Assistant
Accountable to	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
- 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
	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
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



Job Description

Title	Lunchtime Supervisor
Accountable to	Headteacher or Line Manager nominated by Headteacher

Purpose of the Post

To assist with the supervision of pupils during lunch time periods.

Responsibilities

- To supervise children during meal breaks and to cut up food where appropriate.
- To collect dinner tickets where necessary.
- To supervise queues waiting to enter the dining areas.
- To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- To supervise all areas both inside and outside where pupils congregate during lunch time.
- To check that all pupils return to their classrooms.
- To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor.
- To ensure that persons on the premises who are not pupils are authorised.
- To refer any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant.
- Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on
- Ensuring children's plates are clean and neatly stacked away.
- Cleaning up spillages within the dining area.
- Attend to children who are ill during lunch time – as and when required.
- Report any problems to Senior Supervisor/ Headteacher.
- Other duties commensurate with the grade of the post as directed by the Headteacher.

Expectations of all Employees

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- 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.

Responsibility for Resources

Employees (Supervision): None.

Financial: None.

Physical: None.

Customers and Clients

Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.

Working Conditions

The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying

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

Outdoor working conditions in dry weather & indoor working conditions in wet weather.

Characteristics of the post

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 U.K.
- Evidence of essential qualifications
- 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.

Person Specification

Title	Lunchtime Supervisor
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	Support Work in Schools (S.W.I.S.) Level 2		X	AF/CQ
	Level 2 Numeracy/ Literacy or willingness to work towards		X	AF/CQ
Experience				
Ability to undertake duties of the post	Decision making when to intervene to prevent children injuring themselves or others	X		AF/I
	When to refer cases of unruly behaviour to the Headteacher	X		AF/I
Knowledge				
Includes abilities	Willingness to participate in the development and training of pupils	X		AF/I
	Basic Numeracy/ Literacy Skills	X		AF/I
	Appropriate knowledge of First Aid	X		AF/I/CQ
	Knowledge of basic hygiene procedures		X	AF/I/CQ
Physical Skills				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	N/A	X		

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

	Communication skills	X		I
	Team working skills	X		I
	Supervisory skills	X		I
	Caring skills	X		I
	Very high levels of concentration & alertness required	X		I
	Very high levels of emotional demands	X		I



Next Steps

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

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

Selection Timeline

Closing Date: Tuesday 20th February 2024

Shortlisting: Wednesday 21st February 2024

Interviews: Thursday 22nd February 2024

Start Date: ASAP (once all pre-employment checks have been satisfactorily 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

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