



# **King's Meadow Academy Learning Support Assistant Application Pack**

<b>Post title</b>	Learning Support Assistant
<b>Location</b>	Kings Meadow Academy Wakefield Road Fitzwilliam WF9 5BP
<b>Salary &amp; Grade</b>	G4 SCP 5 – 6 (FTE - £23,500 - £23,893) Actual annual salary - £14,571 to £14,815
<b>Hours</b>	27 hours and 30 minutes per week Term time only Permanent

Waterton Academy Trust are seeking a passionate Learning Support Assistant to join the pastoral team King's Meadow Academy, a one and a half form entry school, located in Kinsley, Pontefract.

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.

The school is committed to providing a stimulating, creative environment so that all children enjoy learning, make outstanding progress and reach their potential. By offering an engaging and language rich curriculum, the school is constantly striving to provide high-quality learning opportunities which challenge and inspire all our pupils.

Waterton Academy Trust is a forward-thinking group of 14 partner schools, 2 assessment resource units and 4 pre-schools serving Wakefield and Barnsley. The trust's primary goal is to ensure all pupils receive an excellent standard of education.

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

- Is committed to inclusion
- Has proven experience of supporting pupils with challenging behaviours and is emotionally resilient
- Is able to support pupils through a personalised timetable
- Is able to de-escalate possible conflict and challenging situations
- Is committed to developing the full potential of all children
- Has high expectations of pupil attainment, progress and behaviour
- Works well as part of a team and has good interpersonal skills
- Has experience of Team Teach or is willing to undertake such training
- Can work under the direction of the teacher to implement group or 1:1 interventions to support pupils who have emotional and social barriers to learning
- Understands Behaviour Support Plans and can assist to the formulation and implementation of such plans
- Establishes constructive relationships with pupils, acting as a role model and setting high expectations
- Genuinely cares 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
- An opportunity to complete a nationally recognised qualification
- A cycle to work scheme
- An excellent pension package
- A health and well-being package

## Next Steps

### Further Details

Interested candidates are welcome to visit King's Meadow Academy. In order to arrange a visit, or for further information about the post, please contact the school office on 01977 617 470, or email [frobinson@watertonacademytrust.org](mailto:frobinson@watertonacademytrust.org)

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

**Closing Date:** Friday 5<sup>th</sup> April 2024 - midday

**Shortlisting:** Friday 5<sup>th</sup> April 2024 - PM

**Interviews:** W/C 8<sup>th</sup> April 2024

**Start Date:** As soon as possible (subject to clearance of pre-employment checks)



# Dear Applicant

**Thank you for your interest in the post of Learning and Behaviour Assistant at King's Meadow 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.

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

Are you a super-hero? Do you have what it takes to inspire, challenge and motivate our lovely young people? Do you have the resilience to work in a challenging but very caring school that is truly on the up?

If so, we want to hear from you!



King's Meadow Academy is an average size Primary School in the former mining town of Kinsley.

Previously called Kinsley Academy, the school is currently recovering from being one of the lowest performing in the country.

We joined the Trust in 2018 and through this collaboration as well as the tremendous efforts of the whole staff team the school is improving in all key areas.

There has been a significant amount of work that has gone into recent positive transformation and we now have an exciting vacancy for a Learning and Behaviour Assistant.

I thank you in advance for your interest in joining our team. Our senior leadership team is visible and supportive. We see teaching as the craft that is and we devote time and resources to develop this entitlement for all colleagues at whatever stage of their careers.

Our curriculum is engaging and our aim is to allow children to immerse themselves and connect with what they are learning. The children and families we serve and support are what makes the school have such a special draw for those that work here.

Our staff team here at KMA are rightly proud of the achievements and recent improvements to date, but we are not stopping there. We have plans to ensure the school becomes highly effective at ensuring children have the best possible chance to succeed here, as well as at secondary school and beyond!

So, if you wish to work in a fast-paced school with a supportive leadership team complimented by a forward-thinking and innovative trust then we look forward to your application.

**Dan Gough**  
Headteacher



King's Meadow has become the most friendly, welcoming and supportive school that I have taught at so far. The staff work as a team to provide the very best education for our children, and it is a privilege to be part of this. Each day, the children's astound me with their enthusiasm, their politeness and how well-mannered they are.

**Mrs Armitage**  
Deputy Head





# About our School

At King's Meadow Academy we have made positive improvements in all areas. There has been a culture change through our whole school approach to behaviour. The school is now a calm, settled and purposeful learning environment. We are a low-voice school and use a positive reward approach to managing behaviour linked to clear rewards and sanctions. Our children thrive on this and collect dojo's with enthusiasm.



We are constantly striving to provide high quality learning opportunities which engage, challenge and inspire all our pupils. Our re-designed curriculum offer is being implemented and teaching staff have input in shaping this and other areas of school life. We have a shared belief as a senior team (supported by the Academy Trust) that collaboration is the stuff of growth. We are committed to investing in our staff. We have some exciting longer-term pieces of development work taking place with leaders undertaking npq courses, a first cohort of Teaching Assistants are studying a level 3 apprenticeship programme. We are fully involved with One Wakefield disadvantaged strategy and implementing best practice from a research evidence base that works.

We have dedicated, professional staff who are committed to offering pupils a successful and happy time at school. Our curriculum is implemented to give children the chance to be curious, reflective and take risks. This allows them to develop resilience.

The school has been on an incredible journey and whilst supporting our pupils to be the very best learners, the development of our community is also an extremely important key driver within our work. It is a key priority for us to ensure that we have a very positive relationships with parents and carers in order to fully support the learning of all young children.

We value our close partnerships with parents and are committed to being part of the local community.



The children are amazing and make all our hard work worthwhile.

It's a strong team who are dedicated to improving school opportunities for our children and families.

**Mrs J Robinson**

**SENDCo**





## Why Choose King's Meadow Academy

King's Meadow is a fast paced and exciting place to work. We have a senior team with the shared belief that teaching is a craft and give the time and support to professionals to hone that craft.

Behaviour is good and the staff and children live and breathe our positive reward culture.

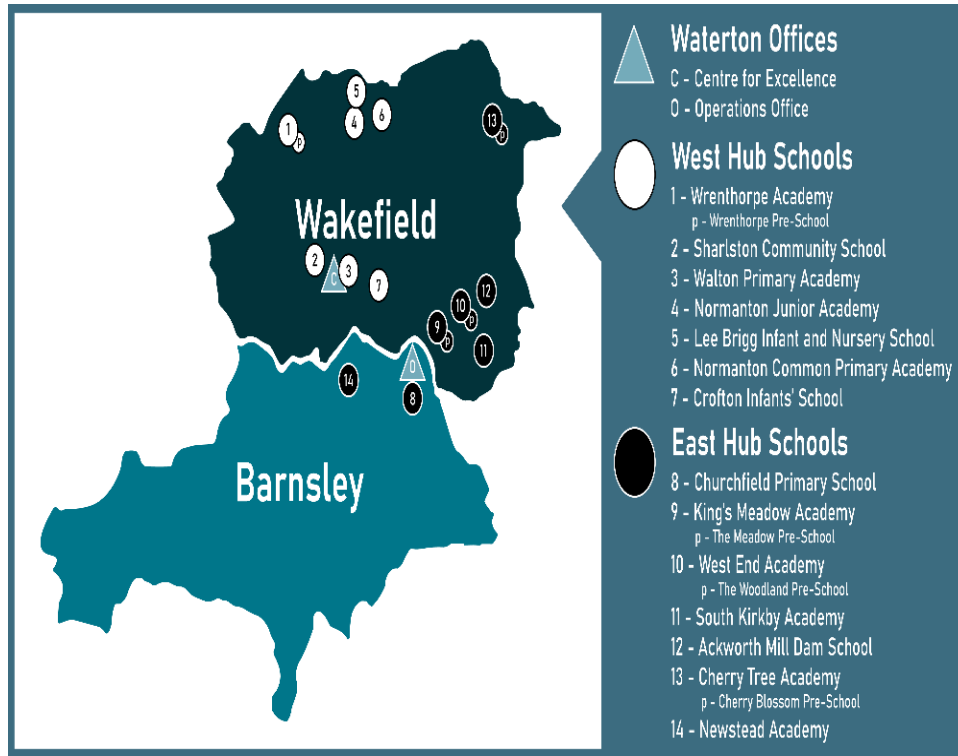
Our parent community are supportive of the measures that have been taken to bring about the positive changes.

We are on a journey and want like-minded, positive, resilient and relentless colleagues to join us.



# 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.



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 KPIs



- 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

- To be trustworthy
- To be tolerant
- To be supportive
- To be courageous



- To be respectful
- To be honest
- To be dedicated
- To be compassionate

- Governance is robust
- Finances are secure
- Reputation is strong
- Employer of choice



- Outcomes are excellent
- Academies are good or better
- Estate is fit for purpose
- Community contributor



# Job Description

<b>Title</b>	Learning Support Assistant
<b>Accountable to</b>	Headteacher or Line Manager nominated by Headteacher

## Purpose of the Post

This role is designed to help achieve these goals by developing strategies and working effectively with others to create a safe, happy and positive climate where success is celebrated and all students are helped to achieve their

## Responsibilities

- To work under the supervision of a teacher to provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To work under the direct supervision of a teacher to carry out planned learning activities to meet the specific needs of designated children, either individually or in small groups, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials, adapting them as necessary to meet the needs of the designated pupil(s).
- To participate in educational visits and off-site activities in order to support the full engagement of the designated pupil(s).
- To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
- To interact with and respond positively to children, young people and adults.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To effectively manage the behaviour of a pupil with challenging behaviour and contribute to an Individual Behaviour Plan.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
- To make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies.
- Provide positive reinforcements, praise and rewards to pupils.
- To provide regular feedback to the SENDCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review by writing a brief report and attending the meeting.
- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special education needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENCo or 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.

## **Customers and Clients**

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

## **Responsibilities for Resources**

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

None

### **Financial:**

None

### **Physical:**

Effective use of learning materials and resources.

## **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

<b>Title</b>	Learning Support 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/CQ
	Level 3 Teaching Assistant Apprenticeship (or equivalent level 3 qualification in a related area) or willingness to work towards	X		AF/CQ
	Support Work In Schools (S.W.I.S.) Level 2 or NVQ level 2 Teaching Assistants <i>OR</i> Specialist qualifications (e.g. Sport, Behaviour Management) at NVQ Level 3 or above		X	AF/CQ
Experience				
Ability to undertake duties of the post	Previous experience in specialised area (e.g. SEND, Behaviour)		X	AF/I
	Working or caring for children with a range of additional needs		X	AF/I
Knowledge				
Includes abilities	An understanding of the National Curriculum and other basic learning purposes		X	AF/I
	Appropriate knowledge of First Aid		X	AF/I
	Child Protection issues		X	AF/I
	Health, Safety and Security issues		X	AF/I
	Data Protection issues		X	AF/I
	Use of Technology (as appropriate)		X	AF/I

	Basic understanding of child development and learning		X	AF/I
	Ability to work with pupils with challenging behaviour		X	AF/I
	Understanding of behavioural strategies		X	AF/I
	Experience of pastoral care		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 resources	X		AF/I
	Ability to relate well with children and adults	X		AF/I
	The ability to work as a member of a team	X		AF/I
	Act as positive role model	X		AF/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 Ability to work in a way that promotes the safety and well-being of all children and young people	X		I/R DBS Disclosure
<b>Additional Requirements</b>				
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
	Committed to professional development in connection with the post	X		I
	Work in accordance with the Trust's core values and behaviours	X		I
	A commitment to equality/diversity in the workplace and the wider educational community	X		I
	A commitment to safeguarding and promoting welfare for all	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 visit King's Meadow Academy. In order to arrange a visit, or for further information about the post, please contact the school office on 01977 617470, or email

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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.





# WATERTON

ACADEMY TRUST®



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