



**Normanton Common Primary Academy**  
**Higher Level Teaching Assistant x 2**  
**Application Pack**

<b>Post title</b>	Higher Level Teaching Assistant x 2
<b>Location</b>	Normanton Common Primary Academy Castleford Road Normanton Wakefield WF6 1QU
<b>Hours &amp; Contract</b>	<b>Post 1</b> 32 hours 30 minutes per week <b>Post 2</b> 15 hours per week (PM Monday to Friday but negotiable for the right candidate) Term time only plus 5 inset days Permanent
<b>Salary &amp; Grade</b>	Qualified - Grade 7 SCP 18 – 23 (FTE £29,269 - £32,076) <b>OR</b> Unqualified - Grade 6 SCP 12 – 17 FTE (£26,421 - £28,770) <b>Post 1</b> Qualified - Actual £22,286 - £24,423 Unqualified - Actual £20,117 - £21,906 <b>Post 2</b> Qualified - Actual £10,286 - £11,272 Unqualified - Actual £9,285 - £10,110 <i>(Please note a qualified HLTA is classed as a person that holds HLTA status or QTS.)</i>

Waterton Academy Trust is looking to appoint 2 skilled and motivated Higher Level Teaching Assistants to join the staff team at Normanton Common Primary Academy and assist teachers' delivery of the curriculum.

We are looking for 2 special people who can work collaboratively with our teaching staff team and assist them in the whole planning cycle and the management/preparation of resources as well as being able to supervise whole classes and provide support to children and teachers to raise standards of achievement for all. The successful candidates will be talented and professional individuals who share our vision of high aspirations, achievement, and a passion for learning. They will be prepared to work hard and respond positively to the challenges of day-to-day school life. They will be innovative and creative in their teaching and be strong team players.

Normanton Common Primary Academy joined Waterton Academy Trust in 2015. Waterton Academy Trust consists of 13 primary phase schools, 1 specialist SEN unit attached to a school, 1 specialist setting and 4 pre-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.

**In choosing a Higher Level Teaching Assistant (HLTA), we will be looking for someone who:**

- Is committed to inclusion and excellence
- Can facilitate PPA cover by covering classes across the full age range in school
- 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
- Demonstrates 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 able to plan, prepare and deliver lessons in conjunction with the class teacher
- Can monitor and assess children's progress through marking and providing clear feedback to the class teacher
- 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 visit Normanton Common Primary Academy. In order to arrange a visit, or for further information about the post, please contact the school office on 01924 890 576.

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

**Please specify on the application form if you are applying for Post 1 or Post 2.**

**Selection Timeline**

**Closing date:** Thursday 21<sup>st</sup> March - midday

**Shortlisting:** Thursday 22<sup>nd</sup> March - PM

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

# Dear Applicant



**Thank you for your interest in the post of Higher Level 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 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



# 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 learning for all pupils. In line with this ethos we aim to enable our pupils to become:



- **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.



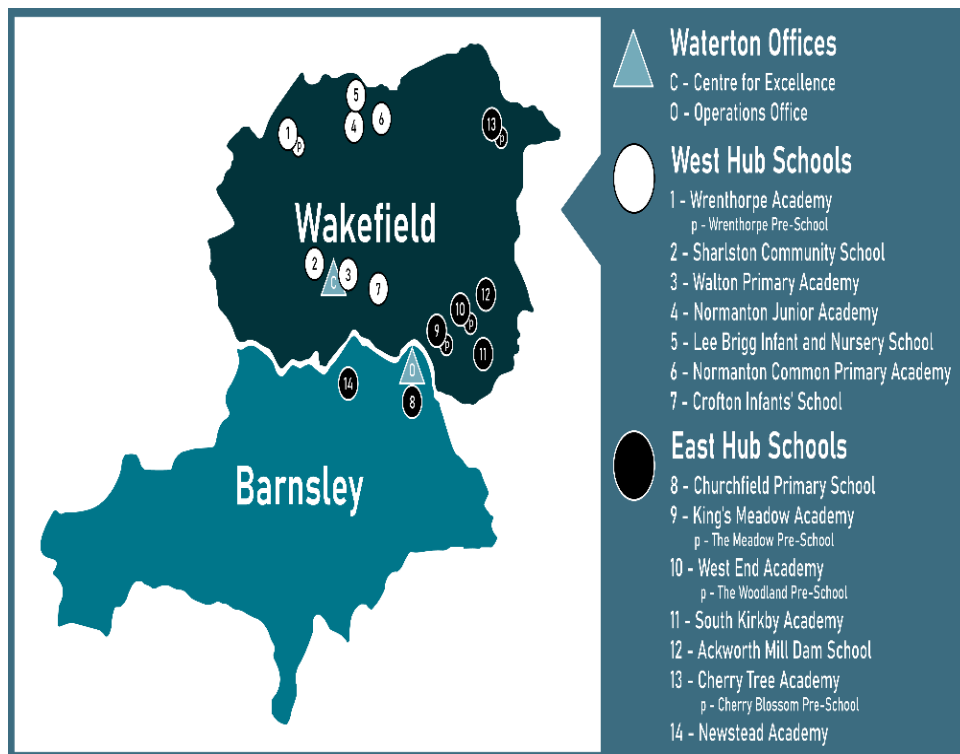
Join a hardworking, friendly and dynamic team who work together to ensure the full potential of each child is achieved.



# 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>	Higher Level Teaching Assistant
<b>Accountable to</b>	Supervision Activities relating to Teaching and Learning- Classroom Teacher Line Management- the Headteacher

## Purpose of the Post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants including allocation and monitoring of work, appraisal, and training, where appropriate.

## Responsibilities

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g., literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.



- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

#### **Line Management Responsibilities where Appropriate**

- Manage other teaching assistants.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other Teaching assistants.

#### **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
- 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):**

Teaching Assistants (where appropriate)

##### **Financial:**

None

##### **Physical:**

Effective use of materials and resources as determined by the Headteacher or nominated manager

#### **Customers and Clients**

To supervise and ensure the health and safety of children at all times.

#### **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.

**Characteristics of the post**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

**The employment checks are required:**

Evidence of entitlement to work in the U.K.

Evidence of essential qualifications – see person 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

<b>Title</b>	Higher Level 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	Higher Level Teaching Assistant status <b>OR</b> willingness working towards this. (Level 4)	X		AF/CQ
	Level 2 Numeracy/ Literacy <b>OR</b> willingness to work towards	X		
	Training in relevant learning strategies e.g. literacy	X		
	Management qualification e.g. Level 3 ILM Certificate in First Line Management <b>OR</b>		X	
	Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)		X	
	Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)		X	
Experience				
Ability to undertake duties of the post	Previous experience of working with children of the relevant age range in a learning environment		X	AF/I/R
Knowledge				
Includes abilities	Full working knowledge of relevant policies/codes of practice legislation.	X		AF/I/OT
	Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies .	X		
	Constantly improve own practice/ knowledge through self-evaluation and learning from others.	X		

	Good understanding of child development and learning processes	X		
	Understanding of statutory frameworks relating to teaching	X		
	Appropriate knowledge in First Aid	X		
Physical Skills				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Effectively use ICT to support learning	X		AF/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				
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		AF/I
	Committed to professional development in connection with the post	X		
	Work in accordance with the Trust’s core values and behaviours	X		
	Travel in connection with the post	X		
	A commitment to equality/diversity in the workplace and the wider educational community	X		
	A commitment to safeguarding and promoting welfare for all	X		





“

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**







# Next Steps

## Further Details

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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®



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