



Normanton Common Primary Academy

Teaching Assistant

Application Pack

Post title	Teaching Assistant
Location	Normanton Common Primary Academy Castleford Road Normanton Wakefield WF6 1QU
Hours	28 hours 45 minutes per week Term time only Permanent
Salary & Grade	Grade 4 SCP 5-6 (FTE £23,500 - £23,893) Actual salary £15,233 - £15,488

Waterton Academy Trust is looking to appoint a motivated and committed Teaching Assistant to join our team at Normanton Common Primary Academy.

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.

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

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

- Are committed to inclusion and excellence
- Have the highest expectations of themselves and others
- Have a willingness and ability to obtain and/or enhance qualifications and training for development within the post
- Can demonstrate good language and numeracy skills
- Are able to assist the class teacher and other professionals as appropriate in the development and implementation of suitable educational activities
- Are an excellent communicator and able to work well in a team
- Are 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
- Are 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
- An opportunity to complete a nationally recognised qualification
- 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

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

Selection Timeline

Closing date: Monday 8th April 2024 - midday

Shortlisting: Monday 8th April 2024 - PM

Interviews: Thursday 11th April 2024

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

Dear Applicant



Thank you for your interest in the post of 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. 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



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.

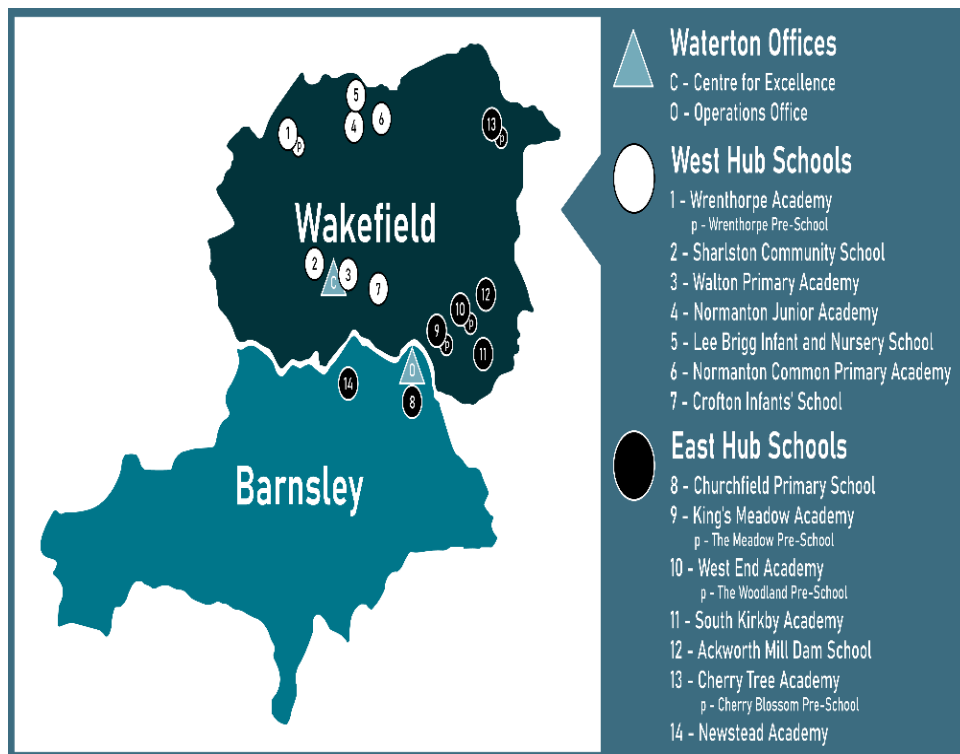


Join a hardworking, friendly and dynamic team who work together to ensure the full potential of each child is achieved.

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

Title	Teaching Assistant/SEN Teaching Assistant
Accountable to	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/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	<p>Satisfactory DBS disclosure and standard Trust pre-employment checks</p> <p>Ability to work in a way that promotes the safety and well-being of all children and young people</p>	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





Next Steps

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

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

Selection Timeline

Closing date: Monday 8th April 2024 - midday

Shortlisting: Monday 8th April 2024 – PM

Interviews: Thursday 11th April 2024

Start date: As soon as possible once all pre-employment checks have been successfully 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.



W A T E R T O N

ACADEMY TRUST®



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