



W A T E R T O N
ACADEMY TRUST®



**Wrenthorpe Academy
Teaching Assistant
Application Pack**

Post title	Teaching Assistant
Location	Wrenthorpe Academy Imperial Avenue Wrenthorpe Wakefield WF2 0LW
Salary & Grade	Grade 4 SCP 5-6 (£23,500 - £23,893 FTE) Actual salary £14,571 - £14,815
Hours	27 hours 30 minutes per week, Monday to Friday Term time only Permanent

An exciting opportunity has arisen to join the teaching and learning team at Wrenthorpe Academy, we are looking to appoint a caring, hardworking and ambitious teaching assistant.

Wrenthorpe Academy is a popular and successful 1.5 form entry primary school serving the community of Wrenthorpe. The school was inspected by Ofsted in March 2020. Inspectors praised the school's culture for learning and ambitious drive for high standards across 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 someone with a genuine passion for education – someone who is driven to make a difference to the lives of the children they work with.

Waterton Academy Trust is a forward-thinking group of 14 partner schools and 4 pre-schools serving Wakefield and Barnsley. The trust's primary goal is to ensure all pupils receive an excellent standard of education. Wrenthorpe Academy joined the trust as an academy convertor in 2017 and staff, governors, pupils and families are very proud to be part of this collaborative group.

We are looking for a Teaching Assistant 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
- Is patient, able to stay calm, listen, and value children's views
- Support the ethos, vision and values of the school, abiding by policies and procedures

In return we can offer:

- A firm commitment to your continuing professional development
- A positive school community wholeheartedly dedicated to the pupils and community they serve
- A professional, hardworking and motivated team of teachers and support staff committed to developing and raising standards

- Motivated and engaged pupils who are keen to learn
- An opportunity to complete a nationally recognised qualification
- A health and well-being package
- A cycle to work scheme
- An excellent pension package

Next Steps

Interested candidates are welcome to visit Wrenthorpe Academy by prior arrangement. To arrange a visit, or for further information, please contact the school office 01924 378001.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page of the trust's website. www.watertonacademytrust.org

Completed applications are to be returned to Sarah Farrar (Senior Administrator) sfarrar@watertonacademytrust.org or to the school address by the closing date below:

Selection timeline

Closing Date: Friday 10th May - midday

Shortlisting: Monday 13th May

Interview: **Wednesday** 22nd May 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 at Wrenthorpe 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

Thank you for expressing an interest in the role of Teaching Assistant at Wrenthorpe Academy. On behalf of the children, the staff, the parents and the Governors I would like to offer a very warm welcome. We are looking to recruit an enthusiastic, hardworking, conscientious person who will add value to our very strong team. We hope that you find the information in this pack useful.



At Wrenthorpe Academy our intention is to enable every pupil to become a successful learner, a confident individual and a responsible citizen. We aim to achieve this by providing a stimulating education which nurtures and develops children, celebrates their achievements and challenges them to aim high and be the best they can be in all that they do.

We strive to provide a curriculum which is:

- ACTIVE
- ENGAGING
- MEANINGFUL
- MEMORABLE

OUR KEY VALUES:

- Where everyone is valued
- Where everyone is learning
- Where everyone is tolerant
- Where everyone aims high

'These positive attitudes and good behaviour support pupils' learning. Pupils enjoy their learning and can speak about the new things they have learned. Parents are very positive about the school and the overwhelming majority would recommend it.' **OFSTED March 2020**

Staff at Wrenthorpe Academy are very well supported and happy to be part of a welcoming and friendly staff team. The Academy is a light, bright and spacious school building and has good communication links to Leeds and Wakefield.

All staff receive regular opportunities to reflect and develop their practise through our programme of continuous professional development. The Trust provides a well-being package and many opportunities for additional learning and development.

If you share our values and vision for excellence, and would thrive on leading a team of aspirational professionals, we would love to meet you and look forward to receiving your application.

Mrs L Penny
Headteacher

- ❖ You get to embrace who you are.
- ❖ We are a community and relationships are very good.
- ❖ Everyone gets involved.
- ❖ We know we are all different, but we value everyone just the same.
- ❖ We never give up.

Feedback from the children

About Our School

Wrenthorpe Academy is a larger than average school and caters for 315 children in the Wrenthorpe area. The vast majority of our children continue their education at the local High School, Outwood Grange Academy.



Wrenthorpe has a real sense of community and the school is in the heart of the village. Wrenthorpe Pre-School is on the school site which provides education for children of Nursery age and also offers wrap around care which is very popular with our community of busy working parents. Wrenthorpe Academy offers a breakfast and after school club from 7:30am to 6:00pm alongside holiday club provision.

In order for children to achieve high standards and make good progress throughout their school journey here at Wrenthorpe Academy, we are committed to providing a stimulating and engaging curriculum which extends far beyond the limitations of the classroom:

- We have extensive outdoor areas which include: a school pond, wildlife areas, school allotments and outdoor reading sheds.
- We plan many opportunities for learning beyond the classroom including field trips, class trips and residentials.
- We pride ourselves on the huge range of activities that our teachers provide as part of our wider after school club offer. This enables children to find their passion and to continue to grow and develop as individuals.
- We are also very committed to sport, fitness and well-being. Our PE curriculum is outstanding and children have many opportunities to compete at inter-school level and also as representatives of Wrenthorpe Academy, competing against other schools in the Outwood Grange pyramid.

We work in partnership with parents to ensure that our children develop essential skills and are well prepared for High School.

We aim for children to be aware of what they enjoy, to find their passion and their interests and to be kind, well-rounded individuals. Ultimately, we strive for our children to be compassionate, independent and responsible people who are prepared in every sense to embrace the next stage of their education.



Our staff are really supportive. We work together as a team to bring out the best in every child. I couldn't imagine working anywhere else. It is a pleasure to work at Wrenthorpe Academy.

Class Teacher

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 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



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 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
	Ability to work in a way that promotes the safety and well-being of children and young people	X		I



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I have worked for Waterton Academy Trust for nearly 7 years and during this time I've watched it grow into something unique and exciting, providing fantastic opportunities for both pupils and staff.

Pam

Chief Operations and Finance Officer





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