



Application Pack

SEND Teaching Assistant



Job Title	SEND Teaching Assistant
Salary & Grade	G4 5-6 FTE £25,583-£25,989 (Actual £15,862-£16,114)
Contract	27.5 hours per week Monday to Friday 08:45-15:15 (1 hour lunch break) Permanent
Reporting to	Executive Headteacher / Head of School
Start Date	ASAP

Dear Applicant

Thank you for your interest in the role of SEND Teaching Assistant.

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

We look forward to receiving your application.

Warm Regards,

Craig Thorpe
Head of School

About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We believe that **success is a shared experience** – every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

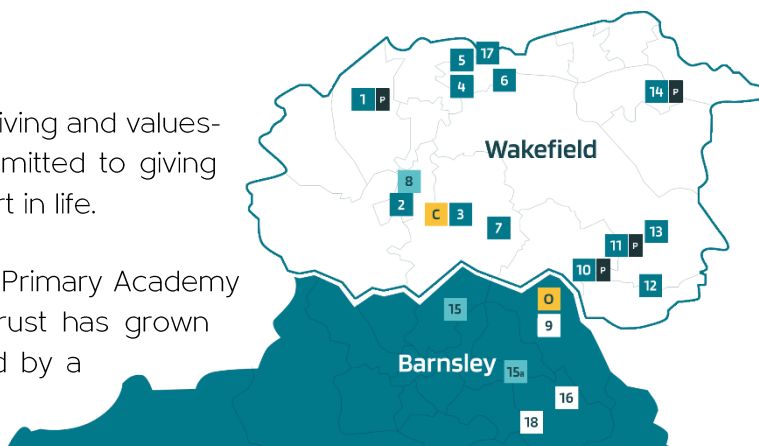
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

In response to local need, our first independent special academy – Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we have opened a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



Our Locations

Waterton Offices

C - Centre for Excellence
O - Operations Office

Waterton Schools

- 1 - Wrenthorpe Academy
- 1p - 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 Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary
- 17 - Alfton Junior Academy
- 18 - Jump Primary Academy

Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision—centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.





About The School

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 Learning Support Practitioner 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
Head of School



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

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

☎ 01924 240767 ✉ admin@watertonacademytrust.org 🌐 watertonacademytrust.org



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.



Such well-mannered, smiley, and happy children.

Sara

Assistant School Catering Manager



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

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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Why Choose Walton?

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



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Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children's well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it's embedded in our decision-making. Our elected Children's Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton's Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.

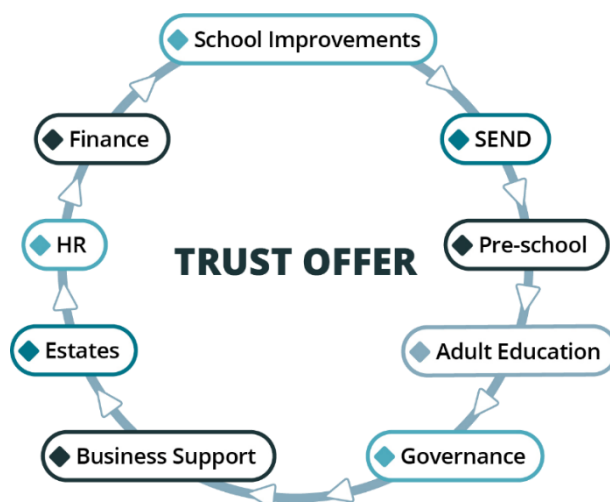


Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

To read about impact in 2025, please read our annual report to stakeholders on the Trust website.

<https://www.watertonacademytrust.org/academies/trust-performance/>

Job Description – Teaching Assistant

Job Title	SEND Teaching Assistant
Reporting to	Executive Headteacher / Head of School
Grade	Grade 4 SCP 5-6

Main Purpose	- 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
Additional Duties	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.
Expectations of All Employees	- Represent and promote Waterton Academy Trust values internally and externally - Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust - Deliver your day-to-day duties consistently with the agreed service level - Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding - Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role - Undertake other duties commensurate with the job level - Promote high standards of personal professional conduct in

	accordance with the Trust Employee Code of Conduct
Additional Information	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	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 job 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.

Person Specification – Teaching Assistant

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualifications	Essential	Desirable	Assessed
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	Essential	Desirable	Assessed
Working or caring for children		X	AF/I
Abilities, Skills, Knowledge	Essential	Desirable	Assessed
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	Essential	Desirable	Assessed
Effective use of learning materials and resources	X		I
Personal Attributes	Essential	Desirable	Assessed
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
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Next Steps

For further information about the opportunity please contact the school office on 01924 967616, or email waltonschooloffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Thursday 3rd September 2026 - midday

Shortlisting: Friday 4th September 2026

Interviews: Thursday 10th September 2026

Start Date: ASAP

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. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. 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 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.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.