



# Application Pack

Normanton Junior Academy  
Teaching Assistant x3



<b>Job Title</b>	Teaching Assistant x3
<b>Salary &amp; Grade</b>	Grade 4 SCP 5-6 actual £15,862-£16,114 (FTE £25,583-£25,989)
<b>Contract</b>	Permanent, 27.5 hours per week, Term time only
<b>Reporting to</b>	Executive Headteacher / Head of School
<b>Start Date</b>	September 2026

## Dear Applicant

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

Normanton Junior Academy is a forward-thinking, vibrant and inclusive 3-form entry junior school, with approximately 90 pupils in each year group. We pride ourselves on being a school that offers our pupils a well-rounded and truly enjoyable education, and place great emphasis on giving our children a wide range of opportunities in the arts, music and sport. We were judged as continuing to be a 'Good' school, by Ofsted, in July 2023 and we are looking for an inspiring and dynamic Teaching Assistant to join our fantastic team.

So, if you are an ambitious, talented and highly motivated practitioner, with a passion for ensuring children learn and achieve, and if you work hard and have the drive and energy to make a difference to children's lives and their learning, then Normanton Junior Academy could be the school for you!

We offer excellent facilities: a large building, complete with purpose-built gym, stage and hall; brand new IT facilities; several spacious shared working areas; a library; well-equipped classrooms; and well-maintained outdoor play areas, including a large field to enable our children to explore, develop and nurture their talents and interests as they progress through our school.

We are a proud member of Waterton Academy Trust, joining in 2015. 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 Normanton Junior Academy is very proud to be part of this.

We look forward to receiving your application.

Warm Regards,

Luke Welsh  
Executive Headteacher

## 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.

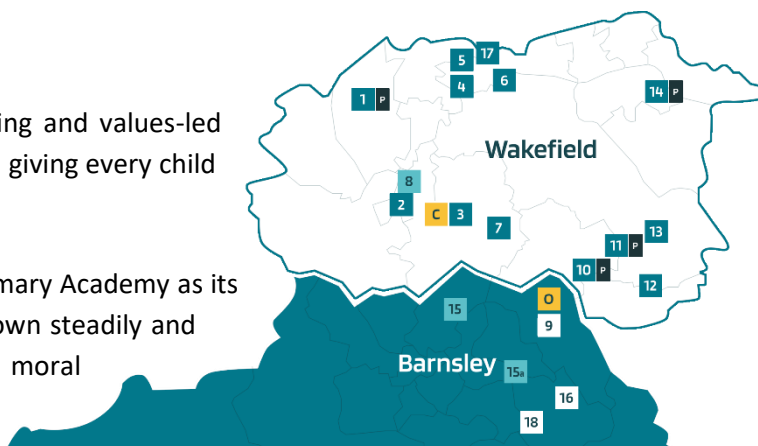
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

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 - Allotts 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 our school



On behalf of all the wonderful children, staff and governors at Normanton Junior Academy, I would like to thank you for your interest in joining our team and I am delighted to be able to write to you as the Executive Headteacher of NJA!

My priority as Executive Headteacher, with the support of my Head of School, is to ensure that Normanton Junior Academy continues to be a beacon of excellence within Waterton Academy Trust, as well as the local community, making the necessary improvements and developments to ensure success is shared by **all**. Not only do I want all of our children to academically achieve, I also want them to continue to become model citizens of Normanton, who are ready for life in Modern Britain.

In order to do this, I need the best staff in Wakefield and I'm on the lookout for a *brand-new Teaching Assistant* who **wants** to work at our school Is that you?

As a parent myself, I am very much aware of the responsibility myself and the staff have in ensuring that the highest standard of teaching and learning is evident in all areas and that all our children continue to receive a consistently good or better education, and I will always remain resolute with this mission.

I strongly believe achievement and enjoyment go hand in hand and I'm looking for a *Teaching Assistant* who will continue to fully support our high expectations in all areas; only the best is good enough for our children and we are looking for a quality first practitioner who wants to meet the needs of all our learners.

This is an exciting time for myself and the school, as we look towards the future, and I endeavour to build on the firm foundations already in place. If you like the sound of this and want to be part of an exciting journey, then we would love to hear from you!, please come and look around, meet the team and see if we're right for you; if we are, we will definitely welcome your application.

Being a Headteacher is the best job in the world and appointing outstanding staff to my school is a real joy!

I feel privileged to have been given the opportunity to lead and serve such a wonderful school and I hope that you will want to join us and be part of an exciting era!

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

Kind Regards,

**Mr Luke Welsh**  
Executive  
Headteacher



NJA has a deeply embedded respect and support for the wellbeing of all staff whether that be from the SLT or the lunchtime supervisors - everyone works together as one united front to ensure nobody gets left behind.



## About Our School

Normanton Junior Academy is a larger than average sized junior school (360 children) based in the town of Normanton, West Yorkshire, just off Junction 31 of the M62 Motorway so is in a prime location to welcome staff from both Wakefield and Leeds. The vast majority of pupils join from Normanton All Saints C of E Infant School.

The school became a proud member of Waterton Academy Trust in 2015 and works in collaboration with other Trust schools, as well as Wakefield Local Authority.

The Executive Headteacher took up post in April 2021 and works alongside the Head of School who takes on day to day responsibilities of the school. We also have two middle phase leaders who work alongside the Head of School as well as a part-time SENCO.

From poor starting points, Attendance and Persistent Absence have both improved significantly over time when considering full academic years, with attendance above the national average and persistent absence broadly in line with the national average. Even with these successes, this continues to be an area of continued improvement and leaders remain focused and relentless to ensure all children attend school, each day.

### Latest Ofsted Inspection (July 2023):

The school continues to be a good school

### Ofsted judgement (March 2018):

Overall effectiveness	Good
Effectiveness of leadership and management	Outstanding
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcome for pupils	Good



Everything we do at Normanton Junior Academy is rooted in improving outcomes for children, ensuring that each child finds success every day they are with us; the day-to-day fulfilment of working at NJA is certainly rewarding and no two days are the same in our tight-knit school community. The network of support and high-quality CPD available to me as a teacher and school improvement expertise available to me as a leader - both within school and the Waterton Trust - have been invaluable in our overarching aim of giving the children in our care the best possible deal. NJA is truly a magical place to work!

**Year 6 Class Teacher & English Leader**

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### Why Choose Normanton Juniors?

At NJA, it is a privilege to work with like-minded individuals who together believe that fundamentally it is our role to make a difference. We understand the importance of our work, as our pupils flourish with the dedication of every member of our NJA family.

The positivity and commitment to our learners is infectious, as we move as one to give every child the best learning experiences that they deserve. We nurture and create people who are passionate about learning- both children and staff. As a learning community, we learn with and from each other to continuously strive to do and be better.

The children at NJA have boundless energy and enthusiasm. They are kind, helpful and committed to our community. They value the learning opportunities that we offer and thoroughly enjoy being part of the NJA family. At NJA we are memory makers, so we can prepare our learners for the next step and beyond.



Walton Primary Academy, The Grove, Wakefield, WF2 6LD

☎ 01924 240767 ✉ [admin@watertonacademytrust.org](mailto:admin@watertonacademytrust.org) 🌐 [watertonacademytrust.org](http://watertonacademytrust.org)

## 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.

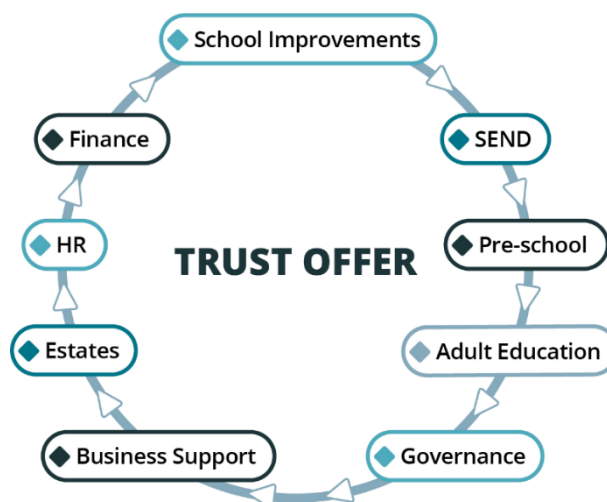


## Trust Offer

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

<b>Job Title</b>	Teaching Assistant / SEN Teaching Assistant
<b>Reporting to</b>	Executive Headteacher / Head of School
<b>Grade</b>	Grade 4

<b>Main Purpose</b>	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.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To assist with the supervision of pupils ensuring their safety and access to learning.</li> <li>• To prepare the classroom as directed for lessons and to clear afterwards.</li> <li>• To assist with the display of work.</li> <li>• To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with Trust/school policy.</li> <li>• To report to the teacher or line manager on pupil progress and achievements in accordance with Trust/school policy.</li> <li>• To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.</li> <li>• To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.</li> <li>• To provide general support with learning activities to enable pupils to understand instructions and to ensure they remain on task.</li> <li>• To assist with the maintenance of equipment and resources.</li> <li>• To assist pupils in using resources, e.g. ICT.</li> <li>• 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.</li> <li>• To participate in school visits, assisting with activities as required</li> <li>• To undertake routine clerical duties including bulk photocopying and assisting with lunch orders.</li> <li>• Other duties commensurate with the grade of the post as directed by the Headteacher</li> </ul>
<b>Responsibilities and Resources</b>	<p><b>Employees (Supervision):</b> None</p> <p><b>Financial:</b> None</p> <p><b>Physical:</b> Effective use of learning materials and resources.</p>
<b>Customers and Clients</b>	The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.
<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• Represent and promote Waterton Academy Trust values internally and externally</li> <li>• Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust</li> <li>• Deliver your day-to-day duties consistently with the agreed service level</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding</li> <li>• Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role</li> <li>• Undertake other duties commensurate with the job level</li> <li>• Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct</li> </ul>
<p><b>Additional Information</b></p>	<p>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.</p>
<p><b>Working Conditions</b></p>	<p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.</p>
<p><b>Characteristics of the Post</b></p>	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications – see job specification</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <p>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.</p>

## Person Specification – Teaching Assistant

AF: Application Form  
OT: Occupational Task

CQ: Certificates/Qualifications  
I: Presentation

I: Interview  
R: Reference

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Working or caring for children		X	AF,I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Effective use of learning materials and resources	X		I
<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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
<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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
<b>Suitability to work with children and young people</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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 967613.

## To Apply

Please submit applications via My New Term.

## Selection Timeline

**Closing Date:** Friday 19<sup>th</sup> June 2026 - midday

**Shortlisting:** Monday 22<sup>nd</sup> June 2026

**Interviews:** W/C 22<sup>ND</sup> June 2026

**Start Date:** September 2026

*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.***