



**Goldsmith
Primary Academy**

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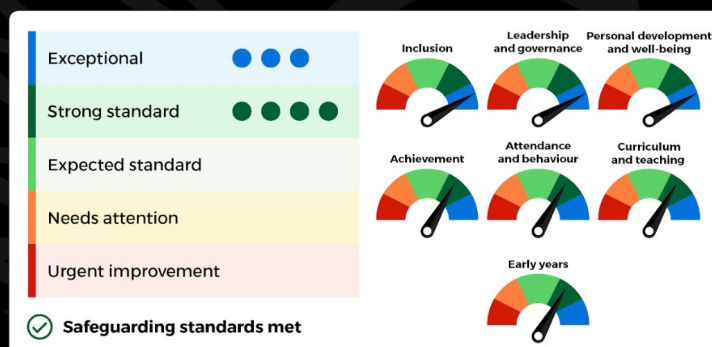


Dream. Rise. ASPIRE

Level 2 Teaching Assistant

Candidate Information Pack

**Goldsmith Primary Academy:
Ofsted Report Card**





Welcome from the Headteacher

Dear Applicant,

I am Maximilian Wakeman, Headteacher of Goldsmith Primary Academy, and I am delighted that you are considering joining our team.

Goldsmith is a school at the heart of its community, where every child is inspired to **Dream, Rise, and ASPIRE**. We are proud to be home to nearly 500 exceptional children who love coming to school and learning together. As a two-form entry primary school in Walsall, we offer a rich and inclusive curriculum that builds strong foundations for lifelong success.

We are proud to be part of the Windsor Academy Trust family. This collaboration allows us to benefit from the collective strength and shared expertise of fifteen schools working together. While we have our own unique identity and a deep-rooted commitment to our local community, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

Our most recent **Ofsted inspection (November 2025)** recognised the exceptional quality of our provision. Goldsmith Primary Academy achieved **three 'Exceptional' ratings** under the new Ofsted framework, receiving the highest possible grade in **Inclusion, Leadership and Governance, and Personal Development and Wellbeing**. Inspectors described the school as an *"oasis of calm and kindness"*, where pupils are *"extremely proud of their school."* They highlighted leaders' *"unwavering determination to give every pupil the best possible start in life"* and noted that pupils' behaviour is *"exemplary"*, with children who are *"kind, empathetic and polite."*

Goldsmith is also place of national recognition and innovation. By joining our team, you will be part of a high-performing environment where:

- **Innovation is Celebrated:** We are an **Apple Distinguished School** and were named **EdTech Innovators of the Year 2024**. We leverage technology to make learning fully inclusive and accessible to all, ensuring every child has the tools to achieve their best.
- **Excellence is Recognised:** Our relentless pursuit of high standards led us to be **shortlisted for Primary School of the Year** by both **TES and Pearson**. We remove barriers to learning so that every pupil can fulfil their potential.
- **Belonging is Essential:** We are more than a school; we are a family. We nurture learners who are not only academically capable but also compassionate, creative, and ready to make a positive difference in the world.

Whether you are joining our teaching team or our professional services staff, you will play a vital role in our mission. You will join a talented team supported by a culture of empowerment and professional growth, where we use our success as a platform to dream bigger for our students.

If you are a collaborative and innovative professional who shares our values of excellence and inclusion, I look forward to receiving your application.

Warmest regards,

Maximilian Wakeman
Headteacher

Our School



**Goldsmith
Primary Academy**

"Dream. Rise. ASPIRE"

Goldsmith Primary Academy is a two-form entry primary school in Walsall catering for children from two to 11 years old. The happiness, personal growth and academic achievement of all children is the school's top priority. It is our mission to ensure all pupils dream big, rise academically and aspire to their next chapter in life. It is intrinsic to everything we do, from dreaming big in future career aspirations to dreaming big on the sports field.

Our highlights

- **Improved Attendance:** The school significantly improved pupil attendance, reducing the persistent absence rate from 25.8% to 14.1%, a rate well below the national average.
- **National Partnership Case Study:** Goldsmith Primary Academy is partnering with Walsall Council and NHS professionals to create a case study on how cross-sector collaboration can improve children's health and educational outcomes.
- **Global Case Studies:** As one of only three schools in Europe selected for a global Apple case study, we are recognised as a worldwide leader in integrating technology. We also partnered with Showbie to create a case study on our use of the platform.
- **National Teaching Awards:** The school won the SAAS Ed-Tech Innovators of the Year 2024 award and was a Bronze Winner in the Pearson Teaching Awards, placing us among the top 10 primary schools nationally.
- **TES National School of the Year:** The school was recognised as one of the top 10 schools nationally at the TES Awards ceremony in London.
- **Apple Showcase Days:** We successfully hosted events for CEOs and delegates from the Department for Education (DfE), showcasing how our innovative use of technology is leading educational advancements.
- **Apple Distinguished School:** The school achieved Apple Distinguished School status, a testament to our commitment to excellence and innovation through technology.
- **Sporting Excellence:** Pupils represented the school in more than 40 sporting events. Our teams were crowned Walsall Champions in both Sportshall athletics and tag rugby and won Bronze medals at the Black Country Bowling Finals.
- **Inclusive Residential Trip:** Our Year 5 residential trip to Boreatton Park was designed to be fully inclusive, providing a supported environment for children with Education, Health and Care Plans (EHCPs) to develop independence and social skills.

"I'm really pleased with the progress my daughter has made since she joined Goldsmith Primary Academy. Through the support of the fantastic teachers who truly care, she has grown in confidence every year and is now working above expected levels in all academic areas. We are also very happy with the additional clubs and events the school offers, she is always keen to take part. The nurturing environment and dedicated staff have made a truly positive impact on our family." - **Goldsmith Primary Academy parent**

"Thank you to all the amazing teachers at Goldsmith Primary Academy. You've supported me through every step and always made learning enjoyable, especially getting me through my SATs. I've had so many great memories here and will really miss everyone as I head off to secondary school!" - **Goldsmith Primary Academy pupil**



Job Description

Salary	Grade 2, SCP 4 - 7: Actual Salary £4,556.20 - £4,776.50
Reporting to	Assistant Headteacher: Inclusion (SENDCo)
Responsible for	Supporting the learning, development, wellbeing and inclusion of pupils
Location	Goldsmith Primary Academy

Job Purpose

The Teaching Assistant, under the direction and guidance of the class teacher, will support the teaching and learning activities in the classroom. The post holder will work with individuals or small groups of students and may be responsible for some learning activities within the overall teaching plan. This role operates to support the academy in line with the overarching vision and values of Windsor Academy Trust.

Support for Students

The Teaching Assistant will:

- Work with individuals or small groups of students within the classroom under the direct supervision of teaching staff.
- Work with individual students with special educational needs and/or with students for whom English is not their first language.
- Implement planned learning activities and teaching programmes as agreed with the class teacher, adjusting activities to students' responses as appropriate.
- Support students with behavioural, emotional, and social development needs under the direction or guidance of the class teacher, including the implementation of behaviour management and academy policies.
- Support students that are working within the inclusion base.
- Assist students with eating, dressing, and hygiene as required.
- Maintain students' interests and motivation.
- Support individual and group work assigned by the class teacher in raising core skills.
- Support the development of individual development plans.
- Provide feedback to students in relation to progress and achievement under the guidance of a teacher.
- Be aware of student problems, achievements, and progress, and report to the teacher as agreed.
- Understand and support independent learning and the inclusion of all students as required.

Support for the Teacher and Academy

The Teaching Assistant will:

- Provide support for learning activities by making a contribution to supporting the class teacher in the planning, evaluation, and delivery of learning activities.
- Support learning by arranging and providing resources for lessons and activities under the direction of the class teacher.
- Support the class teacher in monitoring, assessing, and recording student progress and activities.
- Select, prepare, and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Accompany staff and supervise students on visits and trips as required.
- Monitor students' responses to learning activities and record achievement and progress as directed.
- Provide regular feedback to the class teachers on student achievement, progress, and problems.
- Share information about students with other staff, parents, carers, and internal or external agencies as appropriate.
- Work with parents to enhance students' learning.
- Promote good student behaviour, dealing promptly with conflict and incidents, and reporting in line with academy policy.
- Administer routine tests and invigilate exams.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Monitor and manage stock and supplies for the classroom.

General Responsibilities

The Teaching Assistant will:

- Actively contribute to the overall ethos, culture, values, and aims of the academy and the Trust.
- Participate in training, other learning activities, and performance development as required.
- Attend and participate in relevant meetings as required.
- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.

Person Specification

Area	Essential	Desirable
Qualifications and Training		
Holds an NVQ Level 2 Teaching Assistant qualification or equivalent relevant qualification/experience	✓	
Very good numeracy and literacy skills	✓	
Valid First Aid or Paediatric First Aid certificate		✓
Knowledge and Experience		
Experience of working with children of a relevant age within a learning environment, including knowledge of behavioural and learning difficulties	✓	
Understanding of classroom roles and responsibilities	✓	
Knowledge and compliance of school policies and procedures	✓	
Experience using school Management Information Systems (MIS) such as SIMS or Arbor to record attendance, behaviour, or progress		✓
Specific experience supporting students with Special Educational Needs and Disabilities (SEND) or English as an Additional Language (EAL)		✓
Skills and Abilities		
Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality	✓	
Ability to work constructively as part of a team	✓	
Ability to relate well to children and encourage students to participate in or complete tasks	✓	
Ability to use basic ICT to support learning, including computers, audio/video equipment, and photocopiers	✓	
Ability to resolve problems, understanding when referral to senior staff is required	✓	
Ability to understand policy, procedures, and legislation relevant to the areas of work	✓	

Area	Essential	Desirable
Personal Qualities and Safeguarding		
Displays sensitivity to students and their individual needs	✓	
Maintains high levels of confidentiality	✓	
Ability to identify own training needs and a willingness to participate in training and development opportunities	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	
Willing to undergo an enhanced DBS with barred list check	✓	

Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF



Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**



Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.



Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.



Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit The UK's Most Popular Cycle to Work Benefit - Cyclescheme.

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting Tax-Free childcare at gov.uk. Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education:

Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





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