



Watererton
Academy Trust

Application Pack

Teaching Assistant



Job Title	Teaching Assistant
Salary & Grade	G4 SCP 5-6 actual £15,862-£16,114 (FTE £25,583-£25,989)
Contract	27.5 hours per week, permanent
Reporting to	Executive Headteacher / Head of School
Start Date	September 2026

Dear Applicant

On behalf of our entire school community, I'd like to welcome you to our wonderful school. I am incredibly proud to be the Executive Headteacher of Churchfield Primary School, where our dedicated staffing team have an unrivalled passion for and dedication to our children & community, enabling them to Grow, Achieve & Shine.

We are a friendly, community-focussed school and pride ourselves on the provision we offer all children through a highly-inclusive ethos, engaging curriculum, exciting learning environment and creative approach to education. Many visitors comment on the 'feel' of Churchfield - this is something that can only be experienced in person, so visits to meet our incredible children are always welcome!

Our priority is first and foremost to ensure that we keep our entire school community safe and provide opportunities for everyone to thrive: our Golden Rule is clear - 'We keep ourselves, and each other, safe'. Alongside this, we aim to ensure that we are a forward-thinking and reflective school; always looking for ways to further develop and improve our offer for our children. We passionately believe that every single child has the ability to achieve great things, and it is our job, and professional and moral responsibility to nurture all children in our school to reach their potential and achieve more than they ever believe they could.

An essential part of this belief is a commitment to working with parents, our community and other agencies- education is a partnership, and we all have a duty to our children. A common comment from visitors into our school is the positive feel and family atmosphere; that is what our school community is - a family.

Success can mean many different things, it can be that moment of reflection when a child realises they have achieved something special, scaling a mountain in the Lake District on residential, solving a problem in maths, communicating with someone for the first time, crossing the finish line at cross country or turn-taking in a task. This is all underpinned by a highly-inclusive approach, high standards of behaviour & attendance and an unwavering commitment to the personal development of our children. Our school aims are based on the fundamental belief that we will provide the very highest level of education, and provide a school experience that will open the door to lifelong learning.

As part of the Waterton Academy Trust family of schools, we are supported by a fantastic organisation that shares our values. We joined the trust in December 2019, and since then, the opportunities for our children have been bountiful and our staff have benefitted from a range of quality CPD and networks. We have an extremely low staff turnover, and our staff love working at Churchfield so a vacancy is very rare. If you're interested in joining our fantastic team, get in touch to arrange a visit and we look forward to hearing from you!

Mr J Bean
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.

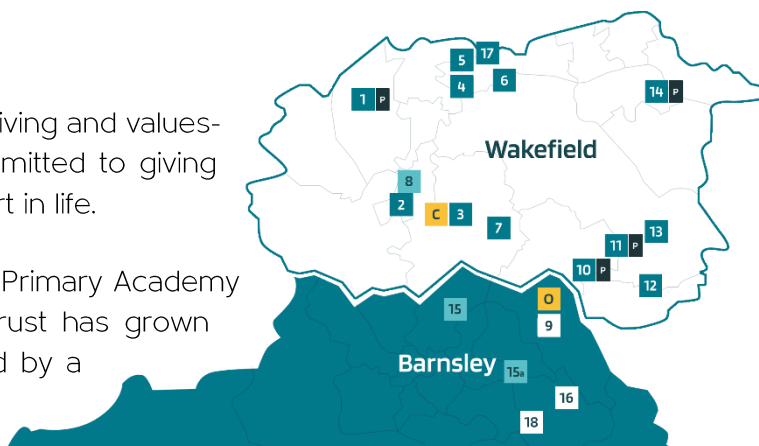
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

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 - 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

At Churchfield Primary School we enable all children to grow as independent learners, achieve more than they ever believe they could and shine as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.



Staff Support

We believe that the best staff are staff that feel happy and supported. In a recent survey, 100% of our 70 staff said that felt support by school and leaders, and enjoyed their job. We offer a robust benefits and wellbeing package and put workload reduction and staff wellbeing at the forefront of our work.

Our Community

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.



Our Area

Churchfield is situated right in the heart of Cudworth, and we have a passionate community that surrounds and supports us. Just over 30% of our children qualify for free school meals; however, we work with a range of parents to offer support wherever we can.

OFSTED

We were last visited by OFSTED in June 2024, and were rated 'Good' with 'Outstanding' Personal Development. However, we strongly believe that OFSTED is part of a journey and not an end goal - the end goal is every one of children succeeding!



What our staff & children say

We believe the best people to ask what it's like to work & learn at Churchfield are our staff & children!



Our Children Say...

Coming to Churchfield makes me feel like I'm travelling through an adventure book in all the lessons. It's like a journey and everything is really fun.

It's a really welcoming environment, and all the adults make sure my wellbeing is ok. I love coming to school here and doing all the extra things like sports and shows.

School makes me really happy!

Our Staff Say...

Working at Churchfield Primary School feels like being part of a huge family. All the staff work collaboratively to create a supportive, nurturing environment for our children, families and the community around us. Everyone is committed to going above and beyond, whether it's helping a colleague or ensuring every child's needs are met. The team is welcoming, friendly, and always ready to lend a hand, making it a truly special place to work.



Our Staff Say...

Churchfield is a really special place. It's a place where you come to work, but find your place and really belong somewhere, as well as making a huge difference whatever your role is. We're a really close-knit team, and everyone works hard to support each other. Nothing is impossible here with the right people by our side!

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.

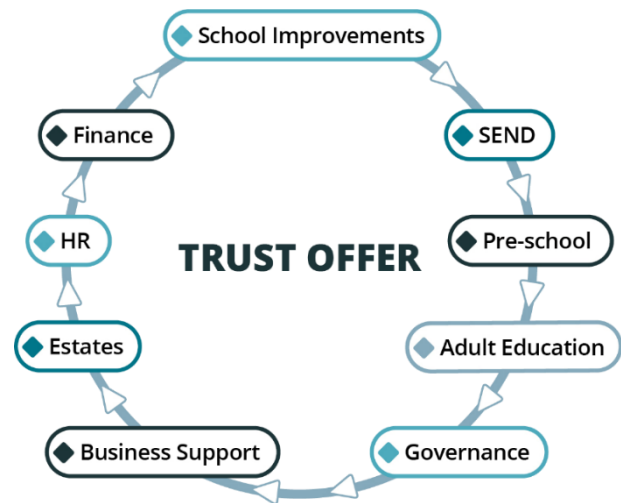


Trust Offer

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	Teaching Assistant
Reporting to	Executive Headteacher / Head of School
Grade	G4

Main Purpose	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.
Key Responsibilities	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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
<p>Additional Information</p>	<p>The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.</p>
<p>Working Conditions</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>Characteristics of the Post</p>	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • 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) <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

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
Skills	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
Effective use of learning materials and resources.	X		I
Data Protection issues		X	AF,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 967605 or churchfieldoffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Friday 19th June 2026 - midday

Shortlisting: Monday 22nd June and Tuesday 23rd June 2026

Interviews: Friday 26th 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.