



# Application Pack

Higher Level Teaching Assistant



[watertonacademytrust.org](http://watertonacademytrust.org)

<b>Job Title</b>	Higher Level Teaching Assistant
<b>Salary &amp; Grade</b>	Unqualified G6 12-17 actual £19,566-£21,224 (FTE £28,598-£31,022), Qualified G7 18-23 actual £21,577-£23,599 (FTE £31,537-£34,434)
<b>Contract</b>	Permanent, 30 hours per week
<b>Reporting to</b>	Executive Headteacher and Head of School
<b>Start Date</b>	ASAP

## Dear Applicant

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

Waterton Academy Trust is looking to appoint an inspiring and dynamic Higher Level Teaching Assistant to join the leadership team at King's Meadow Academy a one and a half form entry school, located in Kinsley, Pontefract.

If you are an ambitious, talented and highly motivated Higher Level Teaching Assistant 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 Kings Meadow Academy could be the school for you!

King's Meadow Academy is an average sized school and joined Waterton Academy Trust in 2018. The Trust consists of 13 primary phase schools, 2 Assessment Resource Units and 4 Pre Schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of 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. By offering an engaging and language rich curriculum, the school is constantly striving to provide high-quality learning opportunities which challenge and inspire all our pupils.

This is an excellent opportunity for an ambitious and talented individual to take a key role in our team. 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.

Interested candidates are welcome **and strongly encouraged** to visit King's Meadow Academy prior to applying available dates are Tuesday 6<sup>th</sup> January 2026 and Thursday 8<sup>th</sup> January 2026 at 4pm.

We look forward to receiving your application.  
Warm Regards,

Lauren Penny  
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. Our Trust continues to grow, with King's Oak Primary joining us in September 2025, and two other schools in the pipeline for growth.

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 are preparing to open 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.

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

📞 01924 240767 🎤 admin@watertonacademytrust.org 🌐 watertonacademytrust.org



### Our Locations

#### Waterton Offices

- C – Centre for Excellence
- O – Operations Office

#### Waterton Schools

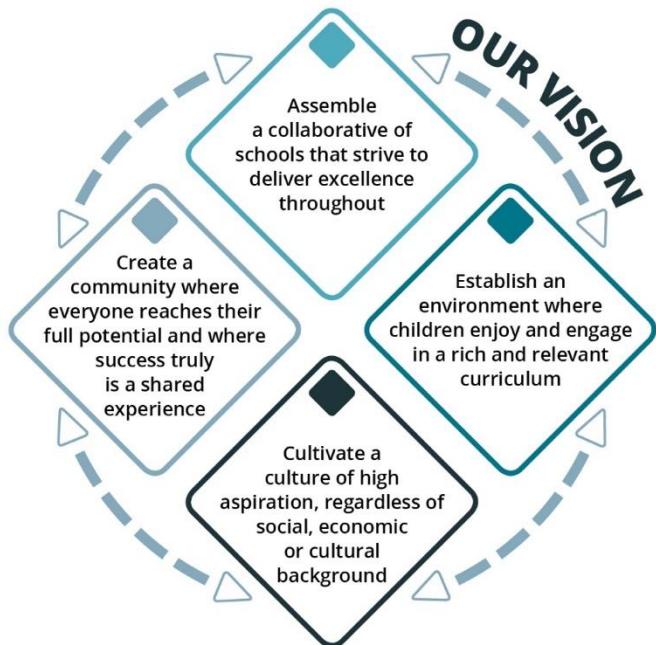
- 1 – Wrenthorpe Academy
- 1p – Wrenthorpe Pre-School
- 2 – Sharston Community School
- 3 – Walton Primary Academy
- 4 – Normanton Junior Academy
- 5 – Lee Brigg Infant and Nursery School
- 6 – Normanton Common Primary Academy
- 7 – Crofton Infant's School
- 8 – Hammer Lane Academy
- 9 – Churchfield 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

## 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

Are you a classroom champion with the power to inspire? Do you have what it takes to engage, challenge, and motivate our amazing young people? Are you resilient enough to thrive in a supportive community school that's rapidly rising to excellence?

If so, we can't wait to hear from you!



King's Meadow Academy is a vibrant Primary School nestled in the heart of Kinsley. Since joining our Trust in 2018, we've undergone a remarkable transformation. Through the dedication and passion of our entire team, we've moved from challenging circumstances to a school that's making impressive strides in all key areas.

We're excited to offer an outstanding opportunity for a talented Higher Level Teaching Assistant to join our innovative team.

Thank you for considering our school. Our leadership team believes in being accessible and supportive. We respect teaching as the sophisticated craft it is and invest significantly in professional development for all colleagues, whether you're just starting out or are an experienced educator.

Our curriculum is dynamic and immersive, designed to help children meaningfully connect with their learning. The wonderful children and families we serve are what give our school its unique character and make it such a rewarding place to work.

While our team is rightfully proud of how far we've come, we're just getting started! We have ambitious plans to ensure every child who passes through our doors has the best possible foundation for success here, at secondary school, and throughout life.

Ready to join a fast-paced, positive environment backed by supportive leadership and an innovative trust? We're looking forward to receiving your application!

“

King's Meadow has become the most friendly, welcoming and supportive school that I have taught at so far. The staff work as a team to provide the very best education for our children, and it is a privilege to be part of this. Each day, the children astound me with their enthusiasm, their politeness and how well-mannered they are.

**Mrs Moore**  
**EYFS Lead**

At King's Meadow Academy, we've created a genuine transformation that you can feel the moment you walk through our doors. Our whole-school approach to behaviour has cultivated a calm, focused, and purposeful learning environment where children can truly flourish. As a highly inclusive school, we emphasize positive reinforcement with clear rewards and consequences—you should see how enthusiastically our children collect their Dojo points and use their Safe Hands around school!



We're constantly evolving to deliver exceptional learning experiences that capture imaginations and stretch abilities. Our refreshed curriculum isn't just designed by leadership—our teaching staff actively shape it and other key aspects of school life. This collaborative approach is at the heart of everything we do. We firmly believe (with full backing from our Waterton colleagues) that "collaboration is the stuff of growth."



Investment in our people isn't just talk—it's action. We currently have leaders pursuing NPQ qualifications and our first cohort of Teaching Assistants working toward Level 5 apprenticeships. We're active participants in the

Reading Fluency strategy, implementing evidence-based practices that make a real difference in the classroom.

Our passionate, dedicated staff team creates a space where children feel safe to be curious, reflective, and take measured risks—building the resilience they'll need throughout life. Our curriculum doesn't just deliver knowledge; it nurtures the whole child.

While our academic journey has been remarkable, we're equally focused on strengthening our community connections. Building positive relationships with parents and carers isn't an afterthought—it's essential to supporting each child's learning journey.

We take pride in our strong parent partnerships and are committed to being a vibrant hub within our local community. At King's Meadow Academy, we're not just teaching children; we're helping shape the future of Kinsley.

“

The children are amazing and make all our hard work worthwhile. It's a strong team who are dedicated to improving school opportunities for our children and families.

**Miss R Peace**  
**Class Teacher**

**Lauren Penny (Executive Headteacher)**  
**Kerry Williams-Kendall (Head of School)**

## Why Choose King's Meadow Academy?

King's Meadow is buzzing with energy and packed with opportunity! There's never a dull moment in our vibrant school where fresh ideas take flight every day.

Our leadership team gets it—teaching isn't just a job, it's an art form. That's why we make sure our staff have the breathing room, tools, and backup they need to really shine at what they do.

You should see our positive reward system in action! It's not just something we talk about—our kids and staff have totally embraced it, creating an atmosphere where achievements (big and small) are celebrated all day, every day.

Our parents are genuinely amazing too. They've not only supported our journey but have become our biggest cheerleaders as they've witnessed the incredible changes we've made together.

We're heading somewhere special, and we want passionate, can-do people who don't give up when things get tough to join our team. If you bring your A-game and believe in making a real difference, you'll fit right in at King's Meadow Academy!



## 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.

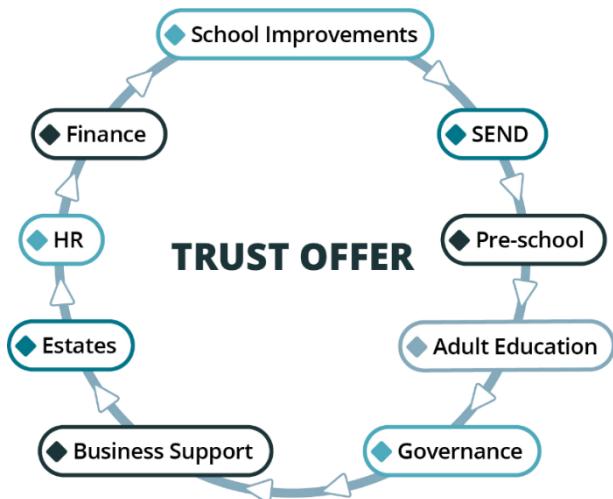


## Trust Offer

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 2024, please read our annual report to stakeholders on the Trust website.**

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

## Job Description – HLTA

<b>Job Title</b>	HLTA
<b>Reporting to</b>	Executive Headteacher and Head of School
<b>Grade</b>	G7 (Qualified) G6 (Unqualified)
<b>Main Purpose</b>	<p><b>Overall Purpose of the Post:</b></p> <p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.</p> <p>Responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants including allocation and monitoring of work, appraisal and training</p>
<b>Key Responsibilities</b>	<p><b>1. Support for Pupils</b></p> <ul style="list-style-type: none"> <li>• Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.</li> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>• Develop and implement Individual Education Plans.</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom.</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance. Provide feedback to pupils in relation to progress and achievement.</li> </ul> <p><b>2. Support for the Teacher</b></p> <ul style="list-style-type: none"> <li>• Organise and manage appropriate learning environment and resources.</li> <li>• Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.</li> <li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.</li> <li>• Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>• Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.</li> </ul>

	<ul style="list-style-type: none"><li>• Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.</li><li>• Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.</li><li>• Administer and assess/mark tests and invigilate exams/tests.</li><li>• Production of lesson plans, worksheet, plans, etc.</li></ul>
	<p><b>3. <u>Support for the Curriculum</u></b></p> <ul style="list-style-type: none"><li>• Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.</li><li>• Deliver local and national learning strategies, e.g., literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.</li><li>• Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.</li><li>• Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.</li><li>• Advise on appropriate deployment and use of specialist aid/resources/equipment.</li></ul>
	<p><b>4. <u>Support for the School</u></b></p> <ul style="list-style-type: none"><li>• Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li><li>• Contribute to the overall ethos/work/aims of the school.</li><li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li><li>• Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.</li><li>• Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.</li><li>• Deliver out of school learning activities within guidelines established by the school.</li><li>• Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.</li></ul>
	<p><b>5. <u>Line Management Responsibilities where Appropriate</u></b></p> <ul style="list-style-type: none"><li>• Manage other teaching assistants.</li></ul>

	<ul style="list-style-type: none"> <li>• Liaise between managers/teaching staff and teaching assistants.</li> <li>• Hold regular team meetings with managed staff.</li> <li>• Represent teaching assistants at teaching staff/management/other appropriate meetings.</li> <li>• Undertake recruitment/induction/appraisal/training/mentoring for other Teaching assistants.</li> </ul>
<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> <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>
<b>Additional Information</b>	<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>
<b>Working Conditions</b>	<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>
<b>Characteristics of the Post</b>	<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 – HLTA

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>
Higher Level Teaching Assistant status <b>OR</b> willingness working towards this. (Level 4)	X		AFA
Level 2 Numeracy/ Literacy <b>OR</b> willingness to work towards	X		AF
Training in relevant learning strategies e.g. literacy	X		AF
Management qualification e.g. Level 3 ILM Certificate in First Line Management <b>OR</b>		X	AF
Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)		X	AF
Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)		X	AF
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Previous experience of working with children of the relevant age range in a learning environment	X		AF/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Effectively use ICT to support learning	X		AF/I
<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Full working knowledge of relevant policies/codes of practice legislation.	X		AF/I
Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies .	X		AF/I
Constantly improve own practice/ knowledge through self-evaluation and learning from others.	X		AF/I
Good understanding of child development and learning processes	X		AF/I
Understanding of statutory frameworks relating to teaching	X		AF/I
Appropriate knowledge in First Aid	X		AF/I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
Committed to professional development in connection with the post	X		I
Work in accordance with the Trust's core values and behaviours	X		I
Travel in connection with the post	X		I
A commitment to equality/diversity in the workplace and the wider educational community	X		I

A commitment to safeguarding and promoting welfare for all	X		I
<b>Suitability to work with children and young people</b>	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 967607 or [frobinson@watertonacademytrust.org](mailto:frobinson@watertonacademytrust.org)

Interested candidates are welcome and strongly encouraged to visit King's Meadow Academy prior to applying available dates are Tuesday 6<sup>th</sup> January 2026 and Thursday 8<sup>th</sup> January 2026 at 4pm.

## To Apply

Please submit applications via My New Term.

## Selection Timeline

**Closing Date:** Friday 16<sup>th</sup> January 2026 - midday

**Shortlisting:** Monday 19<sup>th</sup> January 2026

**Interviews:** Monday 26<sup>th</sup> January 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.***