



Watererton
Academy Trust

Application Pack

Higher Level Teaching Assistant



Job Title	Higher Level Teaching Assistant
Salary & Grade	Unqualified Grade 6 £19,566-£21,224 Qualified Grade 7 £21,577-£23,559 (FTE Unqualified Grade 6 £28,598-£31,022 Qualified Grade 7 £31,537-£34,434)
Contract	30 hours per week, Term time only, Permanent
Reporting to	Executive Headteacher / Head of School
Start Date	ASAP

Dear Applicant

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

Waterton Academy Trust is looking to appoint an inspirational and ambitious Higher Level Teaching Assistant to join the teaching and learning team at Wrenthorpe Academy.

Wrenthorpe Academy is a popular and successful 1.5 form entry primary school serving the community of Wrenthorpe. The school was inspected by Ofsted in January 2025. Inspectors praised the school's developments to our ambitious curriculum, and SEND provision. *'The school's motto, 'We only get one life so let's learn how to live it well,' shines through the ambitious curriculum. It is reflected in the school's nurturing culture. Pupils are cared for in a warm, welcoming environment. Staff and pupils alike appreciate learning strategies to support their positive mental and physical health.'*

The school continues to be a good school with significant strengths in many areas. The pupils at Wrenthorpe Academy are proud of their school. They describe how the school allows them to embrace individuality and value differences. *'Pupils' personal development is at the heart of everything the school does. There is an almost palpable determination to equip pupils with the skills to cope in life. Pupils are prepared well for life beyond school. They benefit from strong pastoral care. They learn how to recognise and cope with different feelings and emotions.'* Ofsted January 2025.

Waterton Academy Trust is a forward-thinking group of 15 partner schools and 4 pre-schools serving Wakefield and Barnsley. The trust's primary goal is to ensure all pupils receive an excellent standard of education. Wrenthorpe Academy joined the trust as an academy convertor in 2017 and staff, governors, pupils and families are very proud to be part of this collaborative group.

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.

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

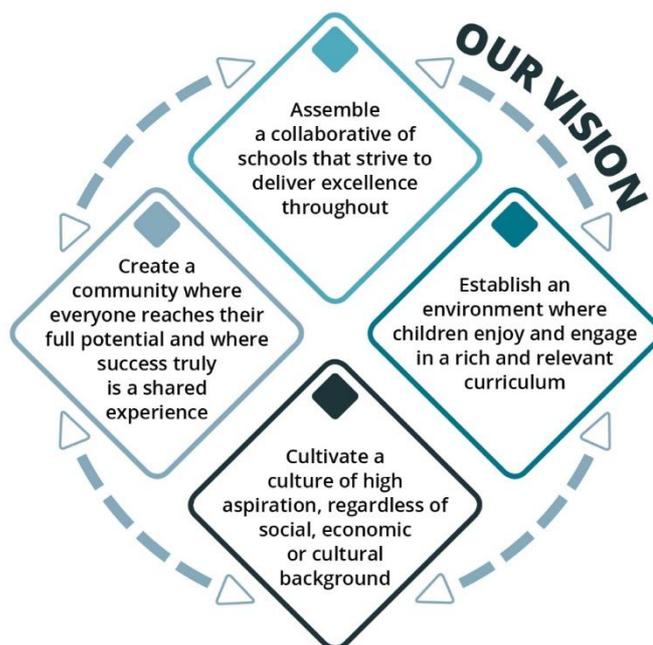
- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield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

Thank you for expressing an interest in the role of HLTA at Wrenthorpe Academy. On behalf of the children, the staff, the parents and the Governors I would like to offer a very warm welcome. We are looking to recruit two innovative and outstanding teachers who will add value to our very strong team. We hope that you find the information in this pack useful.

At Wrenthorpe Academy, our intention is to enable every pupil to become a successful learner, a confident individual and a responsible citizen. We aim to achieve this by providing a stimulating education which nurtures and develops children, celebrates their achievements and challenges them to aim high and be the best they can be in all that they do.

Wrenthorpe Academy is an inclusive, supportive and aspirational learning community where children, parents & staff work together in partnership to meet the needs of all of our learners. It is a school with a clear vision: 'where everyone is valued.'

Our motto 'We only get one life so let's learn how to live it well,' is so much more than a set of words. Our children are given the tools and strategies they need to develop their physical, social and mental fitness. Everything our pupils do and learn during their time at Wrenthorpe Academy are based on our core values:

We are happy
We are safe
We enjoy a challenge
We celebrate diversity
We show respect
We are ready and fit for our future.



'There are high expectations for all pupils. From the early years, pupils are confident to ask and answer questions, discuss their thinking and engage in debates. Teachers encourage them to be curious and resilient learners.' **OFSTED January 2025**

Staff at Wrenthorpe Academy are very well supported and happy to be part of a welcoming and friendly staff team. The Academy is a light, bright and spacious school building and has good communication links to Leeds and Wakefield.

All staff receive regular opportunities to reflect and develop their practise through our programme of continuous professional development. The Trust provides a well-being package and many opportunities for additional learning and development.

If you share our values and vision for excellence, and would thrive on leading a team of aspirational professionals, we would love to meet you and look forward to receiving your application.

Mrs L Penny
Executive Headteacher

About Our School

Wrenthorpe Academy is a larger than average school and caters for over 300 children in the Wrenthorpe area. The vast majority of our children continue their education at nearby Outwood Grange Academy.

Wrenthorpe has a real sense of community and the school is in the heart of the village. Wrenthorpe Pre-School is on the school site which provides education for children of Nursery age and also offers wrap around care which is very popular with our community of busy working parents.

Wrap Around Provision

Wrenthorpe Academy offers a breakfast and after school club from 7:30am to 6:00pm alongside holiday club provision.

Curriculum

In order for children to achieve high standards and make good progress throughout their school journey here at Wrenthorpe Academy, we are committed to providing a stimulating and engaging curriculum which extends far beyond the limitations of the classroom:

- We have extensive outdoor areas which include: a school pond, wildlife areas, school allotments and outdoor reading sheds.
- We plan many opportunities for learning beyond the classroom including field trips, class trips and residential.
- We pride ourselves on the huge range of activities that are provided as part of our wider after school club offer. This enables children to find their passion and to continue to grow and develop as individuals.
- We are also very committed to sport, fitness and well-being. Our PE curriculum teaches our children a range of skills, and children have many opportunities to compete at inter-school level as well representatives of Wrenthorpe Academy, competing against other schools within Waterton Trust.
- Every child receives a bespoke personal development programme through the 'One Life' programme. It teaches children the knowledge and understanding they need to live their one life well.

We work in partnership with parents to ensure that our children develop essential skills and are well prepared for High School.

We aim for children to be aware of what they enjoy, to find their passion and their interests and to be kind, well-rounded individuals. Ultimately, we strive for our children to be compassionate, independent and responsible people who are prepared in every sense to embrace the next stage of their education.



'Our staff are really supportive. We work together as a team to bring out the best in every child. I couldn't imagine working anywhere else. It is a pleasure to work at Wrenthorpe 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.

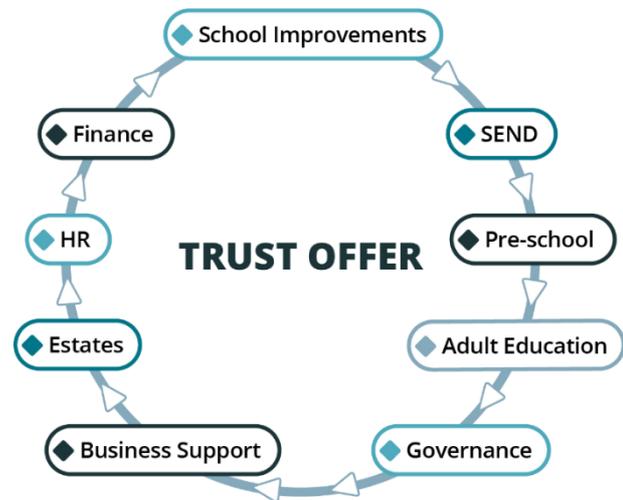


Trust Offer

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 2025, please read our annual report to stakeholders on the Trust website.

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

Job Description – Higher Level Teaching Assistant

Job Title	Higher Level Teaching Assistant
Reporting to	Executive Headteacher / Head of School
Grade	Unqualified Grade 6 / Qualified Grade 7

Main Purpose	<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>
Key Responsibilities	<p>1. Support for Pupils</p> <ul style="list-style-type: none"> • Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning. • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • Develop and implement Individual Education Plans. • Promote the inclusion and acceptance of all pupils within the classroom. • Support pupils consistently whilst recognising and responding to their individual needs. • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. • Promote independence and employ strategies to recognise and reward achievement of self-reliance. Provide feedback to pupils in relation to progress and achievement. <p>2. Support for the Teacher</p> <ul style="list-style-type: none"> • Organise and manage appropriate learning environment and resources. • Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. • Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. • Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

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

	<ul style="list-style-type: none"> • Liaise between managers/teaching staff and teaching assistants. • Hold regular team meetings with managed staff. • Represent teaching assistants at teaching staff/management/other appropriate meetings. <p>Undertake recruitment/induction/appraisal/training/mentoring for other Teaching assistants.</p>
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 • 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	<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>
Responsibilities for Resources	<p>Employees (Supervision): None</p> <p>Financial: None</p> <p>Physical: Report any faults in equipment and resources to Team Leader</p>
Customers and Clients	<p>To supervise and ensure the health and safety of children at all times.</p>
Working Conditions	<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>
Characteristics of the Post	<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 – Higher Level Teaching Assistant

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualifications	Essential	Desirable	Assessed
Higher Level Teaching Assistant status OR willingness working towards this. (Level 4)	X		AF
Level 2 Numeracy/ Literacy OR 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 OR		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
Experience	Essential	Desirable	Assessed
Previous experience of working with children of the relevant age range in a learning environment	X		AF/I
Skills	Essential	Desirable	Assessed
Effectively use ICT to support learning	X		AF/I
Knowledge and Understanding	Essential	Desirable	Assessed
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
Personal Attributes	Essential	Desirable	Assessed
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
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 967618 or wrenthorpeoffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Monday 13th April 2026 - midday

Shortlisting: Tuesday 14th April 2026

Interviews: Tuesday 21st April 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.