



**Watererton**  
Academy Trust

# Application Pack

Teaching Assistant



<b>Job Title</b>	Teaching Assistant
<b>Salary &amp; Grade</b>	G4 SCP 5-6 £18,268 - £18,557 (FTE £25,583-£25,989)
<b>Contract</b>	Permanent, Term time only, 31 hours 40 minutes per week
<b>Reporting to</b>	Headteacher
<b>Start Date</b>	June 2026

## Dear Applicant

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

Normanton Common Primary Academy joined Waterton Academy Trust in 2015. Waterton Academy Trust consists of 14 primary phase schools, 4 specialist SEN 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.

As a school, we are committed to providing a stimulating, creative environment so that all children enjoy learning, make outstanding progress and reach their potential. The school is constantly striving to provide high-quality learning opportunities, which engage, challenge and inspire all our pupils. We also have a commitment to developing our staff, making sure that they are well trained, happy and confident.

We are looking for candidates with a genuine passion for education – who are driven to make a difference to the lives of the children at Normanton Common Primary Academy.

We look forward to receiving your application.

Warm Regards,

Courtenay Walls

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.



### Our Locations

#### Waterton Offices

- C - Centre for Excellence
- O - Operations Office

#### Waterton Schools

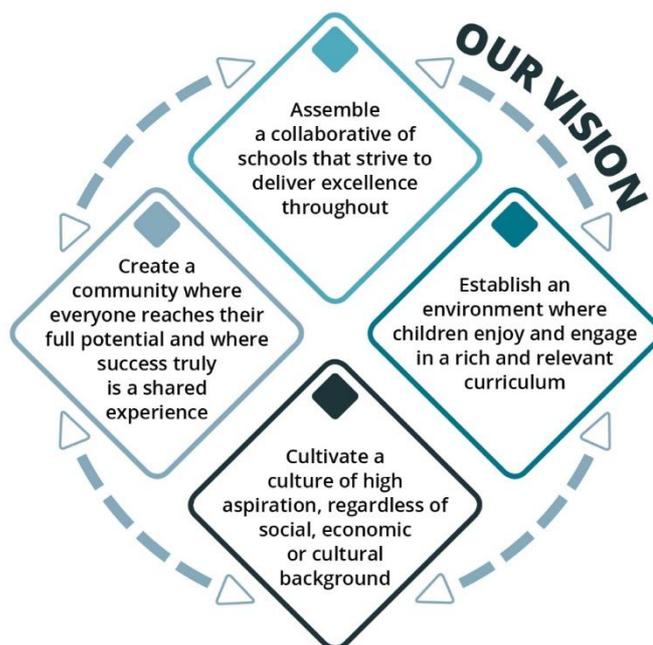
- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield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

## 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

Our vision is a simple one, *'Every child who attends our school can expect and will receive an excellent standard of education, one that enables them to shine as individuals, make a positive contribution and reach their full potential.'*

Normanton Common Primary Academy is wholly committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. All staff and governors are committed to working together to make our school a safe, happy, enriching and successful place of learning for all pupils. In line with this ethos we aim to enable our pupils to become:

- **Successful and resilient** learners who enjoy progressing and achieving
- **Confident individuals** who live safe, healthy and fulfilling lives, and who take responsibility for their own actions and make informed choices
- **Responsible citizens** who make a positive contribution to society

We expect the highest standards of behaviour and conduct from our pupils. Clear rules and guidelines, created in partnership with the pupils, ensure a calm and purposeful learning community is maintained.

As part of the school's working ethos, staff are valued and are proud to work at our school – our values relate as much to them as they do the pupils. As such, staff strive to instil good learning behaviours in order to foster independence, confidence and a love of learning in the pupils.



Join a hardworking, friendly and dynamic team who work together to ensure the full potential of each child is achieved.



## 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.

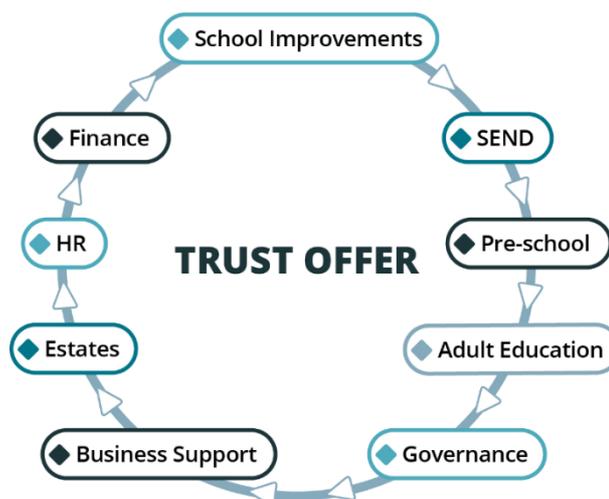


## Trust Offer

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 – Teaching Assistant

<b>Job Title</b>	Teaching Assistant
<b>Reporting to</b>	Headteacher
<b>Grade</b>	Grade 6

<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>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</li> </ul>

	<p>the role</p> <ul style="list-style-type: none"> <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>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>Additional Information</b>	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.
<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> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.</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 – Teaching Assistant

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

<b>Qualifications</b>	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
<b>Experience</b>	Essential	Desirable	Assessed
Working or caring for children		X	AF
<b>Skills</b>	Essential	Desirable	Assessed
Effective use of learning materials and resources.	X		I
<b>Knowledge and Understanding</b>	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
Data Protection issues		X	AF,I
<b>Personal Attributes</b>	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
<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 967612.

## To Apply

Please submit applications via My New Term.

## Selection Timeline

**Closing Date:** Monday 13<sup>th</sup> April 2026 - midday

**Shortlisting:** Tuesday 14<sup>th</sup> April 2026

**Interviews:** Tuesday 27<sup>th</sup> April 2026

**Start Date:** June 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.***