



Performance  
Academy

RESPECT

AMBITION

DETERMINATION

Our Values:

# APPLICATION PACK

Teaching Assistant  
Level 2

Respect - Ambition - Determination





# CONTENTS

WELCOME .....	4
ABOUT WATERHEAD ACADEMY .....	5
OVERVIEW OF THE DEPARTMENT: .....	6
HOW TO FIND US .....	6
HOW TO APPLY .....	7
JOB DESCRIPTION.....	8
PERSON SPECIFICATION .....	10
SAFEGUARDING NOTICE.....	10
PARTNERS OF THE SPA TRUST.....	13

- Submit your application by 3pm on Monday 8<sup>th</sup> December 2025
- If you have any queries regarding the application process please contact our HR on [HR@waterheadacademy.co.uk](mailto:HR@waterheadacademy.co.uk) or 0161 620 5859
- Closing date for applications: 3pm on Monday 8<sup>th</sup> December 2025
- Interviews: Week beginning 15<sup>th</sup> December 2025



# WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Waterhead Academy a proud member of the highly regarded South Pennine Academies Trust.

As new leaders to the academy we are keen to establish a bold new agenda to truly transform and rapidly establish the pace of change at WHA on our 'Journey to Good'. We know that there is a great deal of work to do at WHA based on the October 2022 Ofsted report, but you can be rest assured that as new leaders who joined in January 2023, we will have an unwavering commitment to deliver the very best for our school community and are already seeing tangible impact with the new behaviour and learning and teaching strategies introduced.

We firmly believe that positive relationships should be at the core of what we do every day, along with high quality teaching and pastoral care overseen by strong and passionate staff. With this mindset, we will ensure that Waterhead Academy creates a stimulating, ambitious and caring environment to enable our students to thrive and achieve their full potential.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full

potential. Most importantly we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy drive standards and turn our vision into reality.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at [r.dixon@waterheadacademy.co.uk](mailto:r.dixon@waterheadacademy.co.uk) or call 0161 620 5859. Please also visit our website <https://www.waterheadacademy.co.uk> and our social media pages to learn more about life at WHA.

Yours faithfully,

**Mr Kash Rafiq**  
Executive Principal

**Mrs T Foy**  
Principal



# ABOUT WATERHEAD ACADEMY

## OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

**“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS.”**



Our core **values** of Respect, Ambition and Determination underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and achieve their passports to success.

## WHY JOIN US

1. **School improvement journey:** We are a rapidly improving school with a clear plan in place for an ambitious future for our academy.
2. **Community:** Waterhead Academy is a welcoming place to work and staff work together as a collective team and go above and beyond for our school community.
3. **Culture:** Positive relationships are at the core of what we do each and every day; and these are underpinned by our core values of Respect, Ambition and Determination, to create a positive environment for learning.
4. **Strong routines:** The Academy has structured routines and high expectations to support learning both inside and outside of lessons of both staff and students.
5. **Facilities:** We have great facilities with a modern building and specialist classrooms, good quality sports facilities including an Astro turf, fitness suite and extensive outdoor spaces which all support high quality learning experiences both within and outside of the classroom.
6. **Leadership:** We have strong and passionate leadership at all levels who are committed to the development of the Academy. Senior leaders are highly visible, supportive and have an open-door policy.



**Video Link**



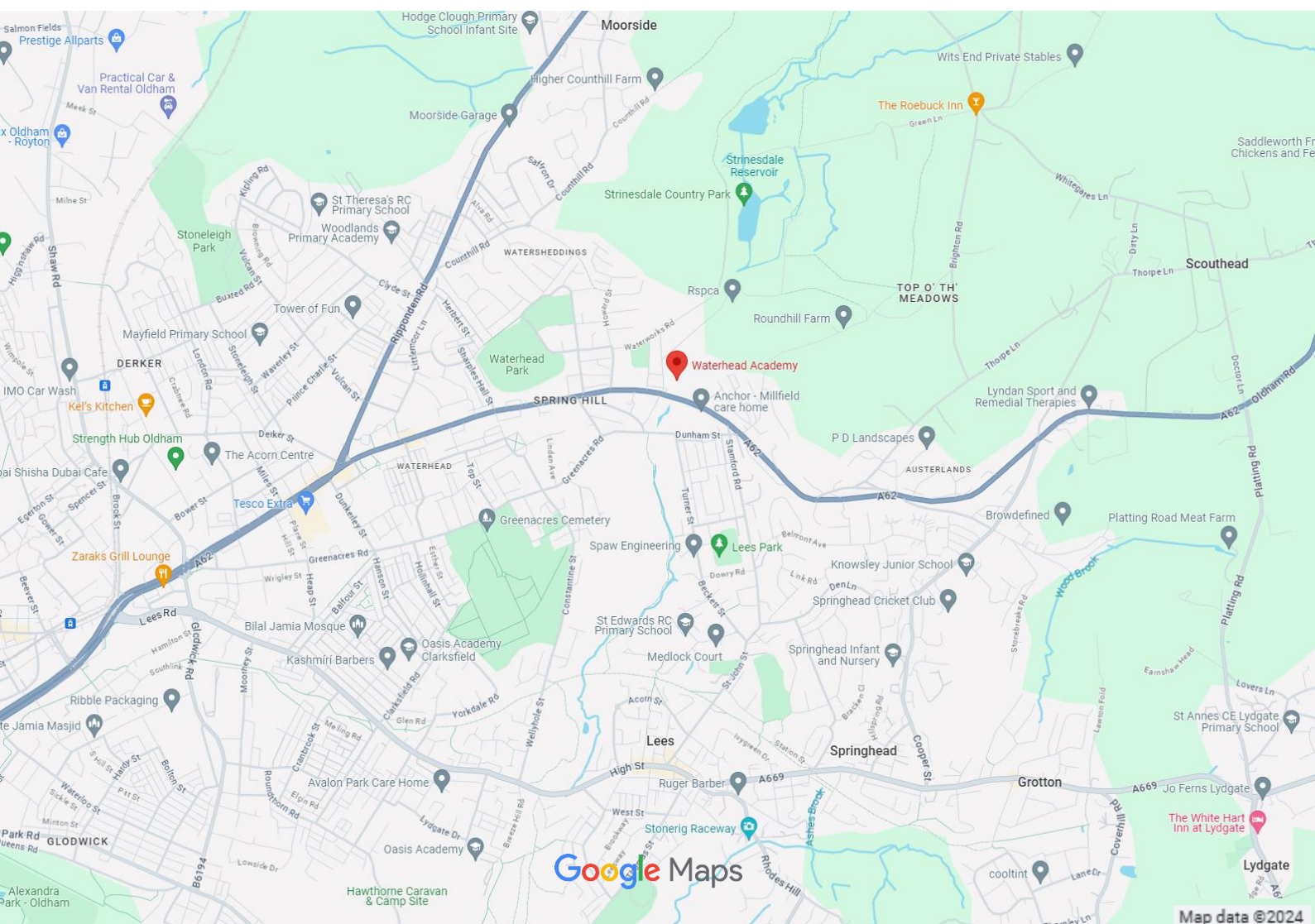
# OVERVIEW OF THE DEPARTMENT:

As a member of our dedicated department, you will play a pivotal role in motivating, empowering and guiding our students to reach their full potential - as well as being part of a forward thinking and innovative team who have a fully embedded curriculum with long, medium and short term plans in place.

You will join a team of twelve dedicated members of staff which includes a SENDCo and Deputy SENDCo.

If you're enthusiastic about this role, understand our vision, and want to be part of our exceptional academy, then we would welcome your application.

## HOW TO FIND US





## HOW TO APPLY

- Thank you for taking time to read about the Academy and Trust. If you wish to apply you should;
- Complete the application form fully, via My New Term [www.mynewterm.com](http://www.mynewterm.com) ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.



# JOB DESCRIPTION

<b>Post Title:</b>	Teaching Assistant Level 2
<b>Grade:</b>	Grade 1 Points 2 to 4, Term Time only + 3 days, 33.25 hours per week
<b>Salary:</b>	£24,412 to £25,184 pro rata to term time plus 3 days
<b>Line Managed by:</b>	Deputy SENCO

## JOB PURPOSE:

To take responsibility, under the direction of teachers, for the education, supervision and welfare of identified pupils with Statements/EHC plans, EAL/New Arrivals or others as directed to by the SENCO

## Key Responsibilities:

### Support for pupils

- To work with individuals or groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of IEPs.
- To provide targeted in class support.
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
- Give regular feedback on progress to the teacher and file records.
- Attend to children's personal needs, including pastoral, social, health, physical hygiene, and minor first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model by presenting a positive personal image and responding appropriately to individual needs.
- Acting as a key worker for targeted students
- To create and review SSPs
- To provide cover in the SEND base/classroom area
- To carry out exam access arrangements
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- To occasionally supervise whole classes as required.

### Support for the teachers

- Undertake pupil record keeping and updating records, information and data, producing reports as required.
- To undertake regular collaboration and communication with teachers
- Assist in the development and implementation of behaviour management strategies.
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Undertake routine marking of pupils' work.

### Support for the Curriculum

- To take an active part in the Teaching Assistant CPD programme



- To deliver computer based interventions (e.g. Lexia, Complete Maths)
- Undertake structured and agreed learning activities/programmes, adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of small groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.

### **OTHER**

- Undertake break, lunch, nurture room, before and after school duties as required.
- Carry out the related duties as and when required from time to time.
- Willingness to attend supervision to monitor workload, work life balance, mental health and impact.

## **TA2 - PERSON SPECIFICATION**

### **Experience**

- Recent experience of working successfully with children with SEND

### **Qualifications**

- Evidence of fulfilling the TA2 Teaching Assistant standards
- Relevant recognised qualifications that help demonstrate evidence towards the above
- Excellent numeracy/literacy skills

### **Knowledge**

- General understanding and knowledge of the National Curriculum
- Ability to relate well to children and adults
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances
- Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts including parents and families
- Enthusiasm, drive and a love for the job
- Committed to high personal standards at all times
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people



# SAFEGUARDING NOTICE

## Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:



- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.



## Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

## Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

## Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



529 Huddersfield Road  
Oldham, OL4 3NY

Telephone: 0161 620 5859, Email:  
[office@waterheadacademy.co.uk](mailto:office@waterheadacademy.co.uk)

Website: [www.waterheadacademy.co.uk](http://www.waterheadacademy.co.uk)



**South  
Pennine  
Academies**

An excellent education for everyone

## PARTNERS OF THE SPA TRUST

**South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.**

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

### BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events



