



Watererton
Academy Trust

Application Pack

Higher Level Teaching Assistant



Job Title	Higher Level Teaching Assistant
Salary & Grade	Unqualified - Grade 6 £19,539-£21,195 (FTE £28,598-31,022) Qualified - Grade 7 £21,547-£23,527 (FTE £31,537-£34,434)
Contract	30 hours per week plus 2 inset days, permanent
Reporting to	Headteacher
Start Date	September 2026

Dear Applicant

Thank you for your interest in the role of Higher Level Teaching Assistant at Kings Oak Primary.

At Kings Oak Primary, we believe that all children deserve the opportunity to reach their full potential regardless of their background or starting points. We aim to achieve this by providing a rewarding, enjoyable and challenging school experience that allows children to grow socially, emotionally and academically in a calm, inclusive and welcoming environment.

Our staff are friendly, supportive and dedicated to providing the very best teaching and learning experiences for our children. We value our staff and provide access to professional development opportunities for career development positions.

We are working hard to become a more diverse organisation and we welcome applications from everyone we always appoint on merit using a fair and equal process.

Kings Oak Primary is committed to safeguarding and promoting the welfare of children. All staff and volunteers must share this commitment. Background checks and an enhanced CRB will be required.

If you are looking for an exciting, challenging and rewarding career, we encourage you to visit us in person to see what you could achieve working as a member of our truly outstanding team.

We look forward to receiving your application.

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.

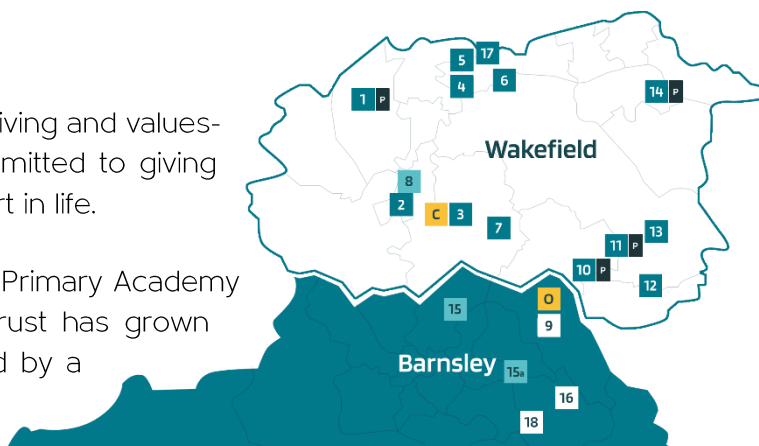
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

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

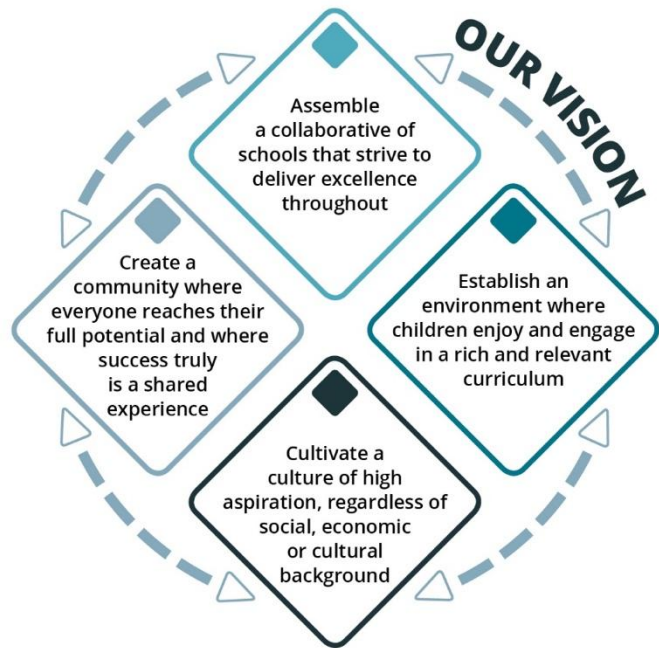
- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield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

Welcome to Kings Oak Primary. We are proud to be an Ofsted Outstanding school at the heart of a community that is passionate about educating young people. Our school strives to provide the best opportunities to support the development of every child from three to eleven and promotes learning for everyone for life. We believe in forming strong partnerships with our community and providing an excellent service to enable every family and young person with the greatest opportunity to improve their life chances. We are committed to promoting positive mental health and emotional wellbeing to all pupils, their families, staff and governors. We hope your child will be happy, safe, achieve and enjoy the time they are with us in our school and that our children become well-rounded citizens in our community and the wider world. We aim to provide first quality learning and teaching experiences, through a creative curriculum, for our children to ensure they are equipped with the vital knowledge, skills and understanding to live in a forever changing world.

We aim for everyone within the school community regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity to be treated equally, without discrimination and prejudice. Thus resulting in everyone having equal opportunities enabling them to achieve and succeed.

We welcome your cooperation in providing children with every advantage for development within school and value parental support. Positive relationships are the key to success.

Please view through our website to look at some of the amazing learning experiences that we offer and see what a vibrant and ambitious school we are!



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.

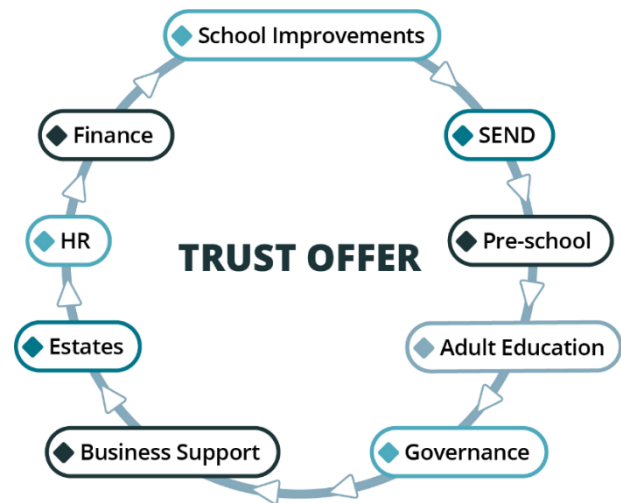


Trust Offer

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	Headteacher
Grade	Unqualified – Grade 6 Qualified – Grade 7

Main Purpose	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.
Key Responsibilities	<ol style="list-style-type: none"> 1. <u>Support for Pupils</u> <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. 2. <u>Support for the Teacher</u> <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. • 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.

	<ul style="list-style-type: none"> • 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>Additional Duties</p>	<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>
<p>Expectations of All Employees</p>	<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

	<ul style="list-style-type: none"> • 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>Working Conditions</p>	<p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</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 – 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
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 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
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Next Steps

For further information about the opportunity please contact our office on KingsOakOffice@watertonacademytrust.org or 01226 272740

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Wednesday 1st July 2026 - midday

Shortlisting: Thursday 2nd July 2026

Interviews: Monday 6th July 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.