Waterloo Primary Academy

RECRUITMENT INFORMATION

&

APPLICATION PACK

Teaching Assistant Level 3

Waterloo Primary Academy

Zest Academy Trust

Teaching Assistant level 3 – Fixed Term

Dear Prospective Candidate,

Zest Academy Trust is seeking to appoint a driven, dynamic, and committed Level 3 Teaching Assistant who has the passion, knowledge and skillset to complement our existing team of excellent practitioners at this exciting time in Waterloo's development.

Waterloo Primary Academy is a three-form entry primary school with its own nursery, situated at the heart of the local community in Blackpool. The school serves an area with significant socio-economic challenges, making it a stimulating and highly rewarding place to work, where staff have the opportunity to make a genuine difference every day.

If you have the drive, resilience and determination needed to make a difference, this is an exciting opportunity to join us. We are a passionate team, who are fully committed to ensuring that every child at Waterloo, regardless of their background, has the opportunity to ***achieve amazing things!***

We are looking to appoint a Teaching Assistant Level 3 who:

- holds a relevant Level 3 Teaching Assistant qualification (or equivalent)
- is committed to securing the best possible outcomes for all pupils through high expectations, inclusive practice and a child-centred approach
- can deliver and adapt targeted interventions and learning support that complement high-quality classroom teaching and promote pupil progress
- uses effective questioning, modelling and scaffolding strategies to support pupils' learning while encouraging independence and resilience
- builds positive relationships with pupils, staff and families, supporting pupils' social, emotional and behavioural development in line with the school's values and approaches
- works collaboratively with teachers and other professionals to support assessment, identify barriers to learning and contribute to effective provision for all learners

In return, we can offer you:

- a caring and safe school with a warm and nurturing ethos
- a dedicated and supportive Leadership Team that challenges itself every day to make a difference to the lives of our children
- friendly, supportive colleagues who work exceptionally hard and are committed to providing high-quality education and experiences for all
- a strong safeguarding and pastoral team
- happy and enthusiastic pupils, who are very proud of their school
- rich, high-quality professional development
- access to a bespoke wellbeing programme, including a wellbeing day.
- automatic enrolment to the LGPS Pension Scheme

- a skilled and enthusiastic Governing Body, who are dedicated in their support of the school
- the opportunity to make a huge difference to the lives of the children and families we serve

After reading the above, and looking at the job description provided, we hope that you are encouraged to apply.

Kind regards,



Jenny Brown

Headteacher/CEO Zest Academy Trust

Vacancy:	Teaching Assistant level 3
Grade:	D SCP 7-11 FTE £27,274-£29,070 pro rata Actual Salary: £20,950-£22,330
Hours:	32.5 hours per week. Monday-Friday 08:45-15:45 (term time only plus one week)
Contract:	Fixed Term until July 2027 45.6weeks payable, paid in 12 equal payments
Required from:	ASAP – subject to pre-employment checks
Closing date:	**Wednesday 6th January 2027 (noon)**
Shortlisting:	**Thursday 7th January 2027**
Interview:	**Tuesday 19th January 2027**

How to Apply:

The job description, person specification and application form are available to download from the school website https://waterloo.zestacademytrust.co.uk/our-vacancies/ or alternatively, contact the school office on 01253 315370.

Please return your completed application form and a succinct covering letter of application (max. 2 sides of A4) via email to: **Mrs Nicola Lea** HR@zestacademytrust.co.uk

If you have not been contacted within two weeks of the closing date, you can assume that, on this occasion, your application has been unsuccessful.

We look forward to receiving your application. If you have any questions regarding the post, please contact the Headteacher, Jenny Brown on 01253 315370.

Thank you for the interest you have shown in this vacancy.

The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.

Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. ***Please note, CVs are not accepted.***

Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection Policy for further details (located on our school website).
https://waterloo.zestacademytrust.co.uk/our-vacancies/

Waterloo Primary Academy is part of **Zest Academy Trust** which promotes its own set of values which we believe in.

- Zest will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources
- Zest will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations
- Zest values each member of the Zest learning community by trusting, supporting and treating each other with dignity and respect
- Zest will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support
- Zest will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care
- Zest leaders and teachers will share expertise and experience within the Zest community and will collaboratively support professional development and build effective learning capacity
- Zest will always challenge to improve

Zest Academy Trust

Job Description

Job title	**Teaching Assistant 3**
Grade	**Grade D scp 7-11**
Hours	**32.5 hours Monday – Friday 08:45am – 15:45pm**
Weeks	**Term time plus 1 week**
Weeks per year payable	**45.6weeks (paid in 12 equal payments)** (39weeks worked, 6.6weeks paid holiday including bank holiday pro rota'd)
Reporting to	**Year Leader**

Purpose of the Job

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

Main Duties

- provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- assess, record and report on development, progress and attainment as agreed with the teacher
- monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- contribute to planning learning activities with the teacher, writing evaluations as required
- communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary
- select and adapt appropriate resources/methods to facilitate agreed learning activities
- responsible for the careful and safe use equipment, such as play and standard ICT equipment
- support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate
- teaching Assistants in this role are expected to undertake at least one of the following:
    1. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
    2. Provide specialist support to pupils where English is not their first language
    3. Provide specialist support to gifted and talented pupils
    4. Provide specialist support to all pupils in a particular learning area (e.g. ICT, English, Maths, National Curriculum subject).
- Maintain confidentiality and adhere to safeguarding procedures

Teaching Assistants in this role may also:

- establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- provide short term cover supervision of classes[1]
- be responsible for the preparation of materials and resources

[1] Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

Operational/Strategic Planning

- support pupils' access to learning using appropriate strategies and resources.
- implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- occasionally, during short-term teacher absence be able to deliver pre-planned work to whole classes
- facilitate leadership time by delivering pre-planned work to whole classes

Staff development

Participate in training, other learning activities and performance management, as may be reasonably directed

Quality assurance

Review one's practice to ensure that standards are maintained

Management information and administration

- provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress/problems and other matters ensuring the availability of appropriate evidence
- be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested

Communications

Maintain positive communications within the classroom, school and with home and outside agencies/professionals

Marketing & Liaison

Establish constructive relationships with parents/carers, exchanging information facilitating their support for their child

Management of resources (other than people)

Prepare general and specialist resources required to meet the relevant learning activity and assist pupils in their use

Corporate responsibility

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person/body
- 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 Trust
- ensure that positive professional behaviours are modelled at all times
- appreciate and support the role of professionals and support staff.
- attend and participate in relevant meetings as may be reasonably required.
- actively promote the Trust's corporate policies.
- comply with the Trust health and safety policy and to the overall ethos/work/aims of the school

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Other specific responsibilities

- carry out the duties in the most effective, efficient, and economic manner
- to continue personal development in the relevant area
- to participate in the staff review, and appraisal process

General statement

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder, may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person Specification

Personal Attributes required	Essential (E) or Desirable(D)	Identified by:
Qualifications		
The successful candidate will have: • English & maths qualifications (Grade C or equivalent) • level 3 certificate in supporting teaching and learning or equivalent • safeguarding training • data protection training	E E D D	Application Application Application/Interview Application/Interview
Experience		
The successful candidate will have experience: • within a school environment • working effectively, as part of a team	E E	Application Application/Interview
Knowledge/Skills/Attributes		
The successful candidate will: • demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities and Health & Safety. • demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.	E E	Interview Interview
Personal Qualities		
The successful candidate will have: • excellent verbal and written communication skills • high expectations of self and professional standards • the ability to work as both part of a team and independently • the ability to maintain successful working relationships with colleagues	E E E E	Application/interview Interview Application/interview Interview