



Wrenthorpe Academy

Teaching Assistant

Application Pack

Post title	Teaching Assistant x 2
Location	Wrenthorpe Academy Imperial Avenue Wrenthorpe Wakefield WF2 0LW
Salary & Grade	Grade 4 SCP 5-6 (£21,575 - £21,968 FTE) Actual salary £13,378 - £13,621
Hours	27 hours 30 minutes per week, Monday to Friday Term time only Fixed term (in the first instance) until 05.04.2024

Waterton Academy Trust is looking to appoint two caring, hardworking and ambitious teaching assistants to join the teaching and learning team at Wrenthorpe Academy from Easter 2023. These newly created roles will provide individualised and small group support for pupils with a range of special educational needs which could include social and communication needs, autism, ADHD, cognition and learning, SEMH, and/or physical needs. You will provide learning support and pastoral intervention to enable our pupils to thrive and meet their targets in the inclusive mainstream classroom. You will be working alongside the class teacher, SENCO and outside agencies and will be a very important part of the holistic and effective team around the child.

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 March 2020. Inspectors praised the school's culture for learning and ambitious drive for high standards across the curriculum. 'The pupils at Wrenthorpe Academy are proud of their school. They describe how the school allows them to embrace individuality and value differences. Teachers are ambitious for their pupils and the school does a great deal to develop pupils' character and prepare them for later life.' Ofsted March 2020.

Waterton Academy Trust is a forward-thinking group of 13 partner 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 converter in 2017 and staff, governors, pupils and families are very proud to be part of this collaborative group.

These posts are to assist specifically with education of children who have special educational needs with funding. The posts will be reviewed annually depending on the needs of the children.

The successful candidates will:

- Have a passion for child development and truly want to make a difference
- Have a proven track record of working with young children with special educational needs to meet their targets
- Have experience of working with young children in an inclusive context
- Have good language and communication skills so as to be able to support children to develop social communication and language skills
- Be flexible and able to work as part of the team around a child
- Be organised and able to support a child through a personalised timetable
- Be able to de-escalate possible conflict
- Be empathetic in approach
- Inspire and motivate children to be their best and do their best.
- Be willing to undertake professional development and training
- Be willing to roll their sleeves up and work hard

In return we can offer:

- The support and expertise of an experienced Senior Leadership Team and SENCO, active Governing Body, skilled Waterton School Improvement Professionals and wider network of professional colleagues across the family of schools.
- A firm commitment to your continuing professional development.
- A positive school community wholeheartedly dedicated to the pupils and community they serve.
- A professional, hardworking and motivated team of teachers and support staff committed to developing and raising standards.
- Motivated and engaged pupils who are keen to learn
- An opportunity to complete a nationally recognised qualification
- A health and well-being package
- A cycle to work scheme
- An excellent pension package

Next Steps

Interested candidates are encouraged to visit Wrenthorpe Academy. To arrange a visit, or for further information, please contact the school office 01924 378001. Visits to school will be conducted by Linsey Cavell (Headteacher).

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page of the trust's website. www.watertonacademytrust.org

Completed applications are to be returned to Sarah Farrar (Senior Administrator) sfarrar@watertonacademytrust.org or to the school address by the closing date below:

Selection timeline

Closing Date: Thursday 9th February - midday

Shortlisting: Friday 10th February

Interviews: Thursday 23rd February



Dear Applicant

Thank you for your interest in the post of Teaching Assistant at Wrenthorpe Academy. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came in to being on the 1st September 2014. Our 13 primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.



Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family. As a key leader in the development of our provision, you will also have the opportunity to work alongside partners from across the trust and the wider system leaders' network.

Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,

Dave Dickinson OBE

Chief Executive Officer

Dear Colleagues

Thank you for expressing an interest in the role of Teaching Assistant 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 enthusiastic, hardworking, conscientious individuals 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.

We strive to provide a curriculum which is:

- ACTIVE
- ENGAGING
- MEANINGFUL
- MEMORABLE

OUR KEY VALUES:

- Where everyone is valued
- Where everyone is learning
- Where everyone is tolerant
- Where everyone aims high

'These positive attitudes and good behaviour support pupils' learning. Pupils enjoy their learning and can speak about the new things they have learned. Parents are very positive about the school and the overwhelming majority would recommend it.' **OFSTED March 2020**

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.

Kate Stokes
Interim Chair of Governors



You get to embrace who you are.
We are a community and relationships are very good.
Everyone gets involved.
We know we are all different, but we value everyone just the same.
We never give up.

Feedback from the children

About Our School

Wrenthorpe Academy is a larger than average school and caters for 315 children in the Wrenthorpe area. The vast majority of our children continue their education at the local High School, 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 6pm alongside holiday club provision.

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 our teachers provide 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 is outstanding and children have many opportunities to compete at inter-school level and also as representatives of Wrenthorpe Academy, competing against other schools in the Outwood Grange pyramid.

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.



The teachers are excellent, making learning varied and engaging for the children.

It has been amazing to watch our little girl flourish. She has grown academically, socially and she is generally more confident.

Feedback from parents



Why Choose Wrenthorpe?

"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."

Class Teacher

"I love working with our super children, they never stop surprising us! We all work very hard to support the teaching staff to further enhance the learning for the children at our school. We get lots of support and further training from the Trust."

Teaching Assistant



About the Trust



Our vision is to create a collaborative of schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



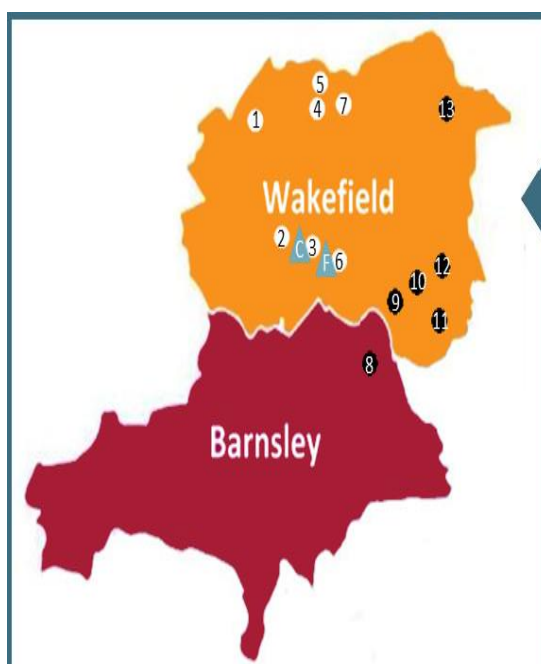
The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. The trust believes that excellence can only be delivered through investing in people and providing them with the resources they need to deliver. The CfE is one example of how we do that.

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between each other within a reasonable time frame. There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



I joined Waterton as an apprentice and have enjoyed three years of professional development. I feel that I have grown into a valued member of the Central Team. I am loving working within the excellent resource that is the CfE.

Jack
Digital Media Officer



Waterton Offices

C – Centre for Excellence
F – Finance Office

West Hub Schools

- 1 – Wrenthorpe Academy
- 2 – Sharlston Community School
- 3 – Walton Primary Academy
- 4 – Normanton Junior Academy
- 5 – Lee Brigg Infant and Nursery School
- 6 – Crofton Infants' School
- 7 – Normanton Common Primary Academy

East Hub Schools

- 8 – Churchfield Primary School
- 9 – King's Meadow Academy
- 10 – West End Academy
- 11 – South Kirkby Academy
- 12 – Ackworth Mill Dam School
- 13 – Cherry Tree Academy

Why Choose Waterton?

Everything we do is about creating a team of committed professionals who share our ambition for young people.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity. We promote diversity.

We recognise the need to support staff to enable a healthy work life balance.

We are able to draw upon expertise from across the trust. Colleagues collaborate and share best practice through a number of trust wide networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside sector leaders such as the EEF and Research School Network.

Flexible working arrangements are promoted across the trust where possible, to enable our staff to manage their work life and family commitments.



I am both proud and privileged to be part of Waterton Academy Trust, which strives to provide an outstanding education for all its children. It is a place where individuals are nurtured, valued and encouraged to flourish and succeed. Commitment, passion and hard work are rewarded with opportunity for personal development; in my own case I have undertaken a journey from Class Teacher, to School Leadership, Trust Lead for our Initial Trainee Teachers and now embarking on a National Professional Qualification for Headship. The ethos of our Trust is 'success is a shared experience', I have wholeheartedly found this to be the case and I am honoured to be part of it

Sally

Deputy Headteacher, Class Teacher

Waterton Academy Trust's strength lies in its people. Everyone is very open and supportive; I can approach colleagues for advice and guidance when it is needed. The school improvement team are skilled and knowledgeable, and I have the opportunity to work alongside valued peers in other schools nearby. Because of this network of dedicated Waterton colleagues, I can focus on each child fulfilling their potential in school, which is the fundamental tenet of the Trust.

Clare

Headteacher

About the Trust (Continued)

Partners and Projects

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about.

Quality professional development is delivered by colleagues from across the trust to all members of our team.

We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and being contributors to the wider system leaders' network. We therefore encourage colleagues to take up opportunities and engage in projects outside of the trust.

Below are examples of some of the partners, projects and opportunities that Waterton Academy Trust colleagues experience.

I started my teaching career as an ITT student through the Waterton and Leeds Trinity partnership. I enjoyed the ITT course and found the training on offer, especially within Waterton, to be extremely beneficial. The course was challenging, supportive and a great deal of fun. The fact that there is a job at the end for successful students is the cherry on the cake!

Robyn

Year 2 Teacher (RQT)



A collaborative partnership between Wakefield Local Authority, Wakefield System Leaders and Doncaster Research School. Supported by funding from the Education Endowment Foundation and Wakefield Council. The primary project is led by Waterton's CESO and Waterton LLEs are involved throughout.

A partnership through which EBE and Waterton Academy Trust (and the broader Waterton network) collaborate to offer professional learning to teachers and leaders.



Evidence Based Education



The desire to invest in all colleagues has seen the trust become an apprenticeship provider. The first apprenticeship to be designed was the Level 3, Supporting Learning in Primary Schools. The trust is currently designing further courses to support early career progression.

Investing in future leaders has seen the trust create a strong relationship with Learners First. Colleagues have full access to NPQ courses, with NPQH and NPQEL cohorts working together in the CfE.



Job Description



Title	Teaching Assistant/SEN Teaching Assistant
Accountable to	Headteacher or Line Manager nominated by Headteacher

Purpose of the Post

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.

Responsibilities

- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with Trust/school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with Trust/school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- 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.
- To participate in school visits, assisting with activities as required
- To undertake routine clerical duties including bulk photocopying and assisting with lunch orders.
- Other duties commensurate with the grade of the post as directed by the Headteacher

Expectations of All Employees

- Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Working knowledge of the education sector
- Contribute to the overall ethos/work/aims of the Trust and member academies.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Additional Information

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.

Responsibilities for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of learning materials and resources.

Customers and Clients

The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.

Working Conditions

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

Characteristics of the post

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

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.

Personal Specification

Title	Teaching Assistant/SEN Teaching Assistant
Accountable to	Headteacher or Line Manager nominated by Headteacher

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	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
Experience				
Ability to undertake duties of the post	Working or caring for children		X	AF/I
Knowledge				
Includes abilities	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
Physical Skills				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Effective use of learning materials and resources.	X		I
Suitability to work with children and young people				

Issues relating to safeguarding and promoting the welfare of children and young people	<p>Satisfactory DBS disclosure and standard Trust pre-employment checks</p> <p>Ability to work in a way that promotes the safety and well-being of all children and young people</p>	X		I/R DBS Disclosure
Additional Requirements				
	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
	Ability to work in a way that promotes the safety and well-being of children and young people	X		I



Next Steps

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Selection timeline

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I have worked for Waterton Academy Trust for nearly 5 years and during this time I've watched it grow into something unique and exciting, providing fantastic opportunities for both pupils and staff.

Pam

Chief Finance Officer





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. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

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 the 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.



WATERTON

ACADEMY TRUST®



Waterton Academy Trust
The Grove, Walton,
Wakefield,
WF2 6LD