



# **Normanton Junior Academy Teaching Assistant Application Pack**

<b>Post title</b>	Teaching Assistant x 2
<b>Location</b>	Normanton Junior Academy Church Lane Normanton WF6 1EY
<b>Salary &amp; Grade</b>	G4 - £19,312 - £19,698 (FTE)  (Actual annual salary - £11,974 to £12,213)
<b>Hours</b>	27 hours and 30 minutes per week Term time only Permanent

Normanton Junior Academy is a forward-thinking, vibrant and inclusive 3-form entry junior school, with approximately 90 pupils in each year group. We pride ourselves on being a school that offers our pupils a well-rounded and truly enjoyable education, and place great emphasis on giving our children a wide range of opportunities in the arts, music, outdoor learning and sport. We were recently judged as 'Good' with 'Outstanding Leadership & Management' (Ofsted March 2018) and we are looking for 2 passionate teaching assistants to join our fantastic team.

We offer excellent facilities: a large building, complete with purpose-built gym, stage and hall; an IT suite; several spacious shared working areas; a library; well-equipped classrooms; and well-maintained outdoor play areas, including a large field to enable our children to explore, develop and nurture their talents and interests as they progress through our school.

We are a proud member of Waterton Academy Trust, joining in 2015. As a growing organisation - consisting of infant, junior and primary schools - Waterton Academy Trust's main aim is to ensure all children receive the education that they deserve, and Normanton Junior Academy is very proud to be part of this.

**Working at Normanton Junior Academy, the successful candidate will:**

- Be committed to inclusion and developing the full potential of all children
- Has a willingness and ability to obtain and/or enhance qualifications and training for development within the post
- Cares about children and improving their life chances through positive school experiences
- Is able to assist the class teacher and other professionals as appropriate in the development of suitable educational activities
- Is a good communicator and able to work well in a team
- Will be a supportive and welcoming presence in the classroom and develop positive working relationships with parents
- Is patient, able to stay calm, listen, and value children's views
- Support the ethos, vision and values of the school, abiding by policies and procedures

**In return, we can offer:**

- A friendly, happy, caring and welcoming school community
- A supportive and forward thinking leadership team
- An opportunity to work with a passionate and dedicated team of staff
- A commitment to your professional development and an exciting opportunity to work within a multi-academy trust
- A cycle to work scheme
- An excellent pension package
- A health and well-being package

## Next Steps

### Further Details

Interested candidates are encouraged to visit Normanton Junior Academy. Candidates can rest assured that visits will be conducted in a Covid secure manner. In order to arrange a visit, or for further information about the post, please contact the school office on 01924 891546, or email [dtintor@watertonacademytrust.org](mailto:dtintor@watertonacademytrust.org)

### To Apply

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. [www.watertonacademytrust.org](http://www.watertonacademytrust.org)

Completed applications are to be returned to [dtintor@watertonacademytrust.org](mailto:dtintor@watertonacademytrust.org) or to the school address by the closing date.

**Closing Date:** Friday 19<sup>th</sup> November at 10am

**Shortlisting:** Friday 19<sup>th</sup> November - PM

**Interviews:** Tuesday 23<sup>rd</sup> November

**Potential Start Date:** January 2022 (*subject to clearance of pre-employment checks*)

# Dear Applicant



**Thank you for your interest in the post of Teaching Assistant at Normanton Junior 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. 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



On behalf of all the wonderful children, staff and governors at Normanton Junior Academy, I would like to thank you for your interest in joining our team and I am delighted to be able to write to you as the newly appointed Headteacher of NJA, where I took up post in April 2021.

My priority as the new Headteacher will be to ensure that Normanton Junior Academy continues to be a beacon of excellence within Waterton Academy Trust, as well as the local community, making the necessary improvements and developments to ensure success is shared by all. Not only do I want all of our children to academically achieve, I want them to continue to become model citizens of Normanton, who are ready for life in Modern Britain, and I can't wait to foster a new vision for the school so *"Together We Learn"* in a truly outstanding way! In order to do this, I need the best staff in Wakefield!

As a parent myself, I am very much aware of the responsibility myself and the staff have in ensuring that the highest standard of teaching and learning is evident in all areas and that all our children continue to receive a consistently good or better education, and I will always remain resolute with this mission.

I strongly believe achievement and enjoyment go hand in hand and I'm looking for teaching assistants who will continue to fully support our high expectations in all areas; only the best is good enough for our children and we are looking for quality first practitioners who want to meet the needs of all our learners.

This is an exciting time for myself and the school, as we look towards the future, and I endeavour to build on the firm foundations already in place. If you like the sound of this and want to be part of an exciting new journey, then we would love to hear from you!

Being a Headteacher is the best job in the world and appointing outstanding practitioners is a real joy!

I feel privileged to have been given the opportunity to lead and serve such a wonderful school and I hope that you will want to join us and be part of an exciting new era!

So, if you wish to work in a fast-paced school with an exceptionally supportive and outward facing leadership team, complimented by a forward-thinking and innovative Trust, then we look forward to your application.

Kind Regards,

**Mr Luke Welsh**

**Headteacher**



NJA has a deeply embedded respect and support for the wellbeing of all staff whether that be from the SLT or the lunchtime supervisors - everyone works together as one united front to ensure nobody gets left behind.

**Inclusion Lead/SENCO**

# About Our School

Normanton Junior Academy is a larger than average sized junior school (344) based in the town of Normanton, West Yorkshire, just off Junction 31 of the M62 Motorway so is in a prime location to welcome staff from both Wakefield and Leeds. The vast majority of pupils join from Normanton All Saints C of E Infant School.



The school became a proud member of Waterton Academy Trust in 2015 and works in collaboration with other Trust schools, as well as Wakefield Local Authority.

A new Headteacher took up post in April 2021, following a period of Interim Leadership during the Autumn and Spring Term of 2020/2021. The school has a very experienced Senior Leadership Team in place, consisting of the Headteacher, a full-time non-class-based Deputy Headteacher, an Assistant Headteacher, as well as a non-class-based SENCO/Inclusion Lead.

From poor starting points, Attendance and Persistent Absence have both improved significantly over time when considering full academic years, with attendance above the national average and persistent absence broadly in line with the national average. Even with these successes, this continues to be an area of continued improvement and Leaders remain focused and relentless to ensure all children attend school, each day.

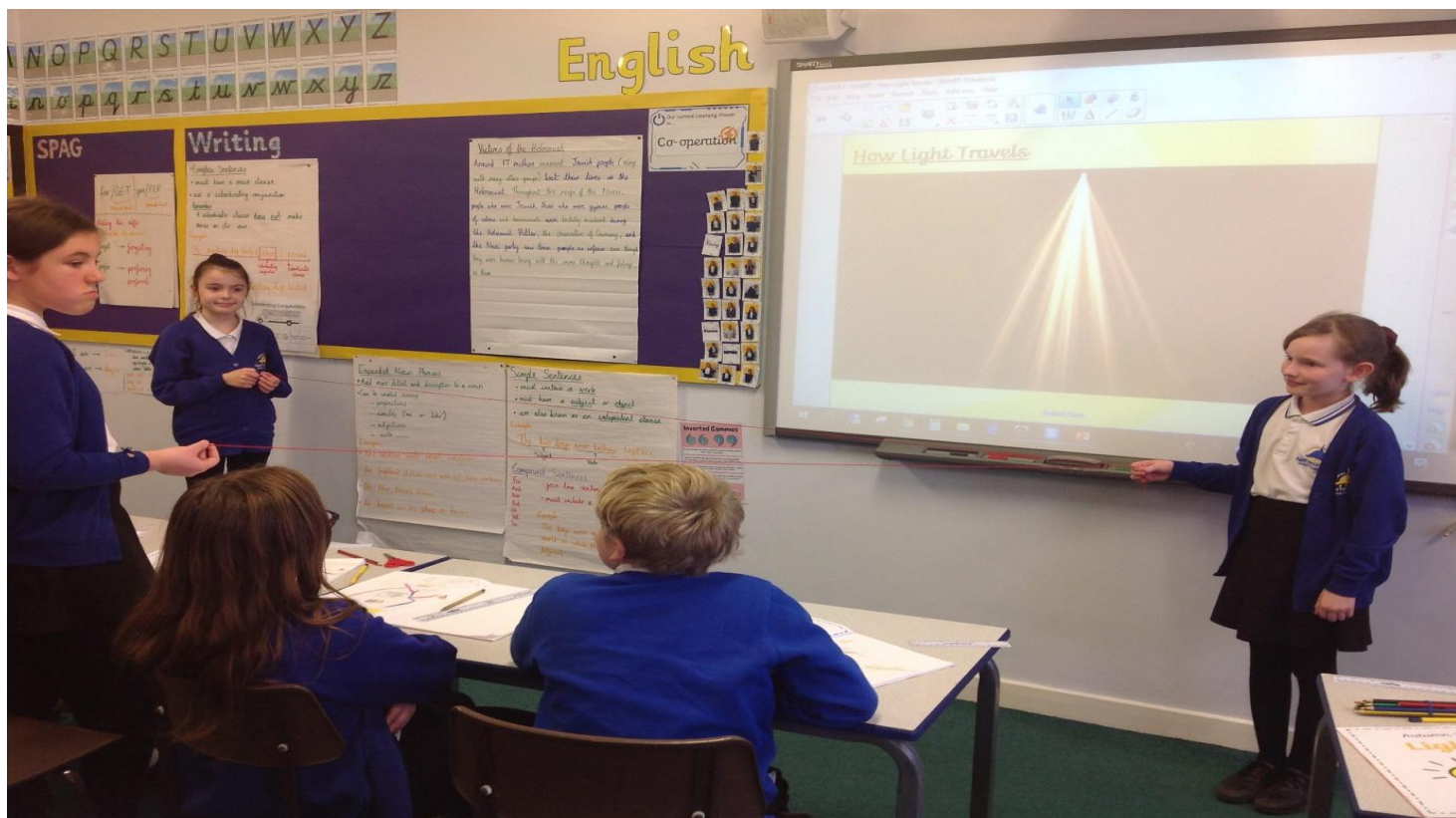
## Latest Ofsted judgement (March 2018):

Overall effectiveness	Good
Effectiveness of leadership and management	Outstanding
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcome for pupils	Good



Everything we do at Normanton Junior Academy is rooted in improving outcomes for children, ensuring that each child finds success every day they are with us; the day-to-day fulfilment of working at NJA is certainly rewarding and no two days are the same in our tight-knit school community. The network of support and high-quality CPD available to me as a teacher and school improvement expertise available to me as a leader - both within school and the Waterton Trust - have been invaluable in our overarching aim of giving the children in our care the best possible deal. NJA is truly a magical place to work!

**Year 6 Class Teacher & English Leader**



## Why Choose Normanton Juniors?

At NJA, it is a privilege to work with like-minded individuals who together believe that fundamentally it is our role to make a difference. We understand the importance of our work, as our pupils flourish with the dedication of every member of our NJA family.

The positivity and commitment to our learners is infectious, as we move as one to give every child the best learning experiences that they deserve. We nurture and create people who are passionate about learning- both children and staff. As a learning community, we learn with and from each other to continuously strive to do and be better.

The children at NJA have boundless energy and enthusiasm. They are kind, helpful and committed to our community. They value the learning opportunities that we offer and thoroughly enjoy being part of the NJA family. At NJA we are memory makers, so we can prepare our learners for the next step and beyond.

**Assistant Headteacher**



# 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.



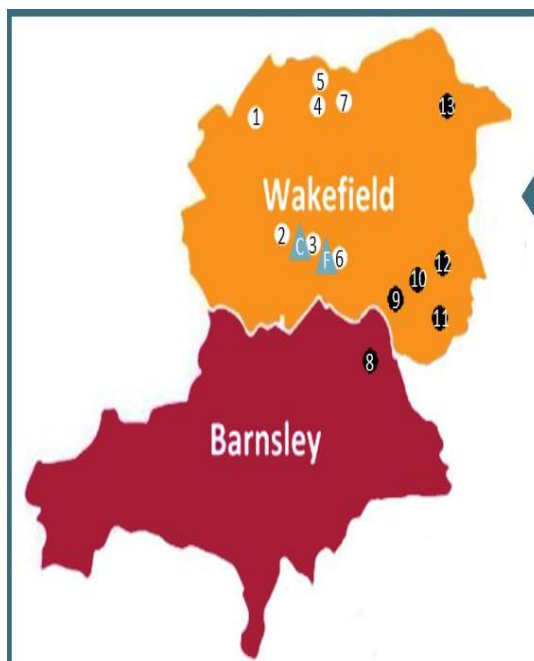
The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School 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.



# 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)**



Education  
Endowment  
Foundation

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**



**Apprenticeships**

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

<b>Title</b>	Teaching Assistant
<b>Accountable to</b>	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.<sup>1</sup>**

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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. I really feel we are the Waterton family and I have never before worked with a group of more passionate, hard-working and committed individuals. We pull together when things get tough and are always willing to go that extra mile.

**Pam**

**Chief Finance Officer**





# Personal Specification

<b>Title</b>	Teaching Assistant
<b>Accountable to</b>	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
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### 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		<p>I/R</p> <p>DBS Disclosure</p>
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### 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



“

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





“

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**

# Next Steps

## Further Details

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**Potential Start Date:** January 2022 (*subject to clearance of pre-employment checks*)



“

I feel so lucky to be part of it all!

Vikki

Chief Operations 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.

**Where success is a shared experience**

Email: [admin@watertonacademytrust.org](mailto:admin@watertonacademytrust.org) Visit: [www.watertonacademytrust.org](http://www.watertonacademytrust.org)



# WATERTON

ACADEMY TRUST®



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