



Watererton
Academy Trust

Application Pack

SEN Teaching Assistant and
Lunchtime Supervisor



Summary

Job Title	SEN Teaching Assistant and Lunchtime Supervisor
Workplace	Lee Brigg Infant & Nursery School Altofts Wakefield WF6 2LN
Salary & Grade	TA – G4 5-6 (FTE £24,790-£25,183) Actual £13,973-£14,195 LTS - G2 (FTE £23,656) Actual £2,666
Hours	8.30am – 3pm plus 1 hour as lunchtime supervisor. 5 days per week. Fixed-term until 31.07.2025

An exciting opportunity has arisen at Lee Brigg Infant and Nursery School, to appoint a highly motivated and committed Teaching Assistant with Lunchtime supervisor to join our superb team. Lee Brigg Infant and Nursery School is an outstanding school. We are a proud member of Waterton Academy Trust, joining in 2015. As a growing organisation - consisting of pre, infant, junior and primary schools - Waterton Academy Trust's main aim is to ensure all children receive the education that they deserve, and Lee Brigg is very proud to be part of this.

At Lee Brigg, we work hard to provide a supportive and stimulating environment where every child can reach their full potential and where children can develop independence, confidence, self-esteem, and a lifelong love of learning. We have high expectations and seek to impart in all our children a strong sense of responsibility for their own behaviour, and a respect for the rights of others.

We are looking for a teaching assistant who:

- Have relevant experience of working with pupils with complex needs
- Are positive and confident in using their knowledge of current theory and practice in teaching and learning, and SEND
- Are ready to utilise the benefits of a curriculum that is innovative and flexible in terms of delivery and content
- Will be engaged with the provision's ethos, thinking creatively and reflectively within an open and honest team, whilst keeping the needs of the pupils firmly at the centre
- Are able to share best practice, be flexible and compassionate
- Will develop positive relationships with pupils and able to use a variety of strategies to meet individual needs
- Will be enthusiastic, confident and able to use their initiative
- Will play a full part in the life of the academy and be committed to working in partnership with staff and parents
- Will relish opportunities for continuing professional development

In return, Waterton Academy Trust can offer:

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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- Friendly and supportive colleagues with a forward-thinking leadership team
- A commitment to your professional development
- An opportunity to complete a nationally recognised qualification
- Fantastic opportunities for collaboration with colleagues across the Waterton family of schools
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

Next Steps

Interested candidates are welcome to visit Lee Brigg. In order to arrange a visit, or for further information about the post, please contact the school office on 01924 893829, or email leebriggadmin@watertonacademytrust.org

To Apply

Please submit applications via the below link:

<https://mynewterm.com/jobs/142359/EDV-2024-LBIANS-72268>

Selection Timeline

Closing Date: Monday 13th January 2025 - midday

Shortlisting: Monday 13th January 2025

Interviews: Friday 17th January 2025

Start Date: ASAP

Dear Applicant

Thank you for your interest in the post of SEN Teaching Assistant and Lunchtime Supervisor at Lee Brigg 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.

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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



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Dear Colleagues

On behalf of all the children, staff and the Academy Standards Committee at Lee Brigg Infant and Nursery School, we would like to thank you for your interest applying for this position. We hope that the information contained in this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

Lee Brigg Infant & Nursery School opened as an academy on October 1st 2015 and is a member of the Waterton Academy Trust. The school is for pupils aged 3 - 7 years and proudly serves the Altofts and Normanton district of Wakefield.

The school has a 52 place nursery offering morning or afternoon learning sessions of 3hrs. There is a 45 pupil admission limit in the reception year, year one and year two.

Lee Brigg has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of school life. Pupils consistently achieve high standards. For the last 3 years outcomes for our pupils have been significantly higher than outcomes for pupils nationally both in the Foundation Stage and Key Stage One. This is because learning progress and childhood are equally valued. We encourage our pupils to shine as individuals and work hard to achieve their learning potential. Our strong tradition of success is built on a firm foundation of personalised pastoral care, ensuring a climate for learning that is calm, well ordered and secure. We recognise the hard work and efforts of pupils in their lessons and their learning and positive recognition of pupils and staff is at the heart of our approach.

Lee Brigg School is a school that is committed to providing a stimulating, creative environment so that all our children enjoy learning, make outstanding progress and reach their potential.

We work hard to provide a supportive and stimulating environment where children can develop independence, confidence, self-esteem and a lifelong love of learning. We have high expectations and seek to impart in all our children a strong sense of responsibility for their own behaviour, and a respect for the rights of others.

So, if you wish to work in an outstanding school with an exceptionally caring and supportive atmosphere, with an outward facing leadership team, then we look forward to your application.

Mrs C Holloway
Executive Head

Miss L Kilkenny
Head of School





About our School

At Lee Brigg Infant School we are constantly striving to provide high quality learning opportunities which engage, challenge and inspire all our pupils.

We have dedicated, professional staff who are committed to offering pupils a successful and happy time at school. Lessons are planned to give children the chance to be curious, reflective and take risks. This allows them to develop resilience. Outstanding teaching and our language rich and diverse curriculum, provides both challenging and collaborative learning opportunities that widen children's horizons, raise aspirations and shows children what they can achieve.

Whilst supporting our pupils to be the very best learners, the development of our community is also an extremely important feature of our work. It is Lee Brigg's key priority to ensure that we have a very positive relationships with parents and carers in order to fully support the learning of all young children.

We value our close partnerships with parents and are committed to being part of the local community.



“Working at Lee Brigg is a like being part of a family. Everyone supports and helps each other. We get to know each and every child and their families.”

About Us

The Trust was established in July 2014, with Walton Primary Academy being the founding member. Over the last ten years, the trust has grown appropriately and strategically, not only in size, but also in the diversity of offer. By the end of 2024, the trust is projected to achieve a milestone with over 4,000 pupils enrolled, a team of more than 550 staff members, and a turnover in the region of £23million.

The trust operates across two key partnership areas, Barnsley, and Wakefield, and we believe is looked upon as a strong organisation and a valued and constant collaborator within the system.

All our schools fall into the primary age range bracket. They are geographically organised to promote opportunities to engage in hub activities, staff collaboration and afford leaders the ability to support, scrutinise and challenge at a more nuanced level.



An innovative approach to supporting our LA partners in Barnsley has resulted in the trust opening our first independent special academy in September 2023. Early indications are that these developments have been a great success, adding much needed capacity to the local offer and strengthening our relationships with LA partners.

In order to support our communities and ensure that our children get the best of starts to their education journeys, the trust has now opened four pre-school settings and has plans to open more in the coming years. We also have one new school in the process of joining the trust – Kings Oak Primary Learning Centre.



Our Vision, Values and KPIs

The trust prides itself on its shared vision and values, and truly believes them to be embedded across the organisation. All schools interested in joining the trust are encouraged to examine the vision and values and ensure that they align with the ones that they hold.



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Company Registration Number 09124782

Our Pupils

The trust operates in some of the most underprivileged areas in the region, and indeed in the country. Some of our schools are situated in areas of high deprivation. As a trust we value and prioritise pupil voice, pupil health and well-being, as well as curriculum enrichment across the trust. By placing pupils' voices at the forefront of our work, we ensure that their unique perspectives, needs, and concerns are not only heard but also integrated into the decision-making process, fostering a sense of ownership and empowerment.

We provide a range of opportunities for children to participate in activities designed to enhance their experience of education in a Waterton school. This includes our elected Children's Parliament, who meet with the CEO and Headteachers to discuss their priorities for improvement. They received a letter of commendation from the former Prime Minister, Theresa May, for their outstanding work. Creativity is fostered through our arts network. Our roaming art gallery and our annual Waterton's Got Talent event offer all our schools the opportunity to showcase the work and talents of their pupils. This fosters creativity, and also engages parents and carers in celebrating the work of pupils across the trust. To promote healthy lifestyles, children are given multiple opportunities to compete in sporting events, including an annual gathering of all schools at our MATlympics event. Healthy lifestyles and nutrition are also promoted and encouraged through our Waterton Young Chef of the Year. Such experiences not only enrich our pupils' academic journeys but also contribute to their personal and social development.

Our aim is to ensure that every pupil in a Waterton school feels the benefit of being part of the trust, with their learning and experience of school being our number one priority. A snapshot of recent initiatives can be seen below.

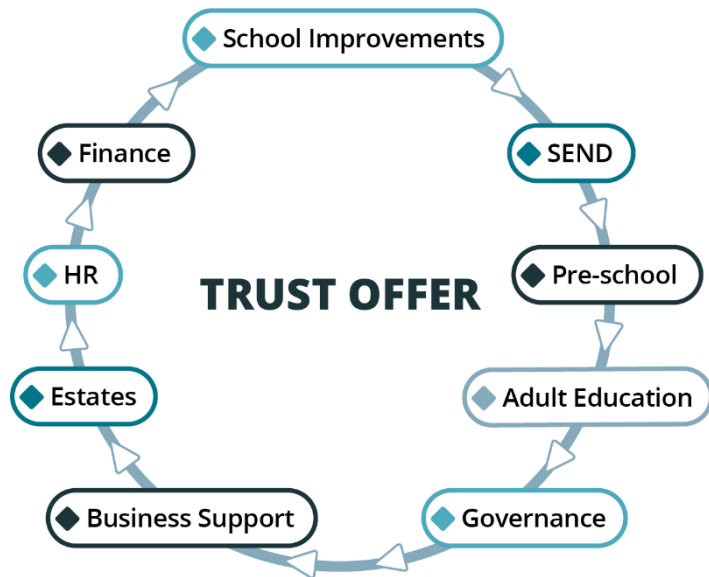
Enrichment



Trust Offer

As a trust, Waterton has statutory and ethical obligations in relation to supporting our academies, and we look to meet these through the delivery of our Trust Offer. The trust has invested significantly in creating a substantial central team, and it is through this team and key external partners that the trust offer is delivered.

To support its aims and meet its obligations, the trust provides each of its academies with access to the same trust offer. The offer is categorised into two main areas, the operations offer and educational offer. Access to the trust offer is an entitlement regardless of current Ofsted rating, financial position, size, or provision status. The level of support provided is tailored according to current need, however the entire offer remains accessible to all academies at all times.



At the heart of our offer is our commitment to ensure our academies can concentrate on their primary role of delivering outstanding teaching and learning through evidence-based practice. Our offer therefore looks wherever possible to drive school improvement through CPD, challenge and support, whilst simultaneously removing the business-based burdens that prevent headteachers and senior

leaders from being in the classroom or involved in school improvement work.

The trust offer provides a range of services delivered or procured centrally in order to provide our academies with the best possible value. Central support is provided in the key areas of Safeguarding, Governance, School Improvement, Finance, HR, IT, H&S, Estates Management and Data Protection. In addition, schools will have access to legal advice and marketing initiatives as required. The delivery of the core offer brings with it a cost that is incorporated into each academy's operational budget and is an integral part of not only the Waterton funding model, but more importantly the school improvement model.

To read about impact in 2022-23, please read our annual report to stakeholders on the Trust website.



Our SEND Offer

We have made key developments in our SEND offer since the appointment of our Head of SEND and Inclusion.

Inclusion and inclusive practices have always been at the forefront of our approach but adding this post to our existing structure has ensured that a tight focus and continuous cycle of development drives us forwards.



The Head of SEND and Inclusion is responsible for ensuring that children across all our academies are effectively supported to ensure that they thrive and achieve their full potential. This includes ensuring that early identification of needs is in place and that high quality provision meets individual and group needs within this cycle. In addition to this workforce development across all levels is a key focus.

Our professional development networks ensure that collaboration is the key. We have partnered with key stakeholders within the field of SEND and Inclusion to support our development. Part of this approach is a package of development led by the Head of SEND and Inclusion and David Bartram OBE.



A key development in this approach has been our development of our specialist settings. This work has been advanced significantly by our Inclusion Manager who is based at Churchfield Primary school. Our first specialist SEN unit is based at this setting and has shaped the model for our specialist settings.

In September 2023 we opened Newstead Academy, our first specialist school. We are

extremely proud of our work in this area and the high-quality offer that our pupils receive. We are keen to drive this forward even further through our constant cycle of evaluation, reflection, and improvements.

We have a keen interest in developing this offer wider to work with our partnership Local Authorities to offer placements for children who require the environment that our settings provide.

Job Description – Teaching Assistant

Job Title	Teaching Assistant/SEN Teaching Assistant
Reporting to	Headteacher
Grade	4

Key Job Purpose	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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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
Working Conditions	<p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.</p>
Customers and Clients:	The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.
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.
Characteristics of the Post	<p>The ability to occasionally attend meetings as required by the Headteacher/Line Manager.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the UK • Evidence of essential qualifications # • 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:</p> <p style="padding-left: 40px;">Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Person Specification – Teaching Assistant

AF: Application Form
OT: Occupational Task

CQ: Certificates/Qualifications
I: Presentation

I: Interview
R: Reference

Qualification	Essential	Desirable	Assessed
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	Essential	Desirable	Assessed
Working or caring for children		X	AF/I
Abilities, Skills, Knowledge	Essential	Desirable	Assessed
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	Essential	Desirable	Assessed
Effective use of learning materials and resources.	x		I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-employment checks			I
Ability to work in a way that promotes the safety and well-being of all children and young people	X		DBS Disclosure
Additional Requirements	Essential	Desirable	Assessed
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
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Job Description – Lunchtime Supervisor

Job Title	Lunchtime Supervisor
Reporting to	Headteacher
Grade	Grade 2

Key Job Purpose	To assist with the supervision of pupils during lunch time periods.
Responsibilities	<ul style="list-style-type: none"> • To supervise children during meal breaks and to cut up food where appropriate. • To collect dinner tickets where necessary. • To supervise queues waiting to enter the dining areas. • To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times. • To supervise all areas both inside and outside where pupils congregate during lunch time. • To check that all pupils return to their classrooms. • To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor. • To ensure that persons on the premises who are not pupils are authorised. • To refer any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant. • Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on • Ensuring children’s plates are clean and neatly stacked away. • Cleaning up spillages within the dining area. • Attend to children who are ill during lunch time – as and when required. • Report any problems to Senior Supervisor/ Headteacher. • Other duties commensurate with the grade of the post as directed by the Headteacher.
Expectations of all employees	<ul style="list-style-type: none"> • 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 • Be aware of and support difference and ensure equal opportunities for all

	<ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the school • 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.
Customers and Clients	Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.
Working Conditions	<p>The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>Outdoor working conditions in dry weather & indoor working conditions in wet weather.</p>
Characteristics of the Post	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the UK • Evidence of essential qualifications • 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:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Person Specification – Lunchtime Supervisor

AF: Application Form
OT: Occupational Task

CQ: Certificates/Qualifications
P: Presentation

I: Interview
R: Reference

Qualification	Essential	Desirable	Assessed
Support Work in Schools (S.W.I.S.) Level 2		X	AF/CQ
Level 2 Numeracy/ Literacy or willingness to work towards		X	AF/CQ
Knowledge and Understanding	Essential	Desirable	Assessed
Decision making when to intervene to prevent children injuring themselves or others	X		AF/I
When to refer cases of unruly behaviour to the Headteacher	X		AF/I
Willingness to participate in the development and training of pupils	X		AF/I
Basic Numeracy/ Literacy Skills	X		AF/I
Appropriate knowledge of First Aid	X		AF/I/CQ
Knowledge of basic hygiene procedures		X	AF/I/CQ
Personal Qualities	Essential	Desirable	Assessed
Communication skills	X		I
Team working skills	X		I
Supervisory skills	X		I
Caring skills	X		I
Very high levels of concentration & alertness required	X		I
Very high levels of emotional demands	X		I

Next Steps

Interested candidates are welcome to visit Lee Brigg. In order to arrange a visit, or for further information about the post, please contact the school office on 01924 893829, or email leebriggadmin@watertonacademytrust.org

To Apply

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Selection Timeline

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Shortlisting: Monday 13th January 2025

Interviews: Friday 17th January 2025

Start Date: ASAP

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.