



W A T E R T O N
ACADEMY TRUST®



**Walton Primary Academy
Higher Level Teaching Assistant
Application Pack**

Post title	Higher Level Teaching Assistant - HLTA
Location	Walton Primary Academy The Grove Walton Wakefield WF2 6LD
Salary & Grade	Unqualified - Grade 6 SCP 12 – 17 Actual Salary £16,570 - £18,044 per annum Based on FTE £26,421 - £28,770 per annum Qualified - Grade 7 SCP 18 – 23 Actual Salary £18,357 - £20,117 per annum Based on FTE £29,269 - £32,076 per annum
Hours	Higher Level Teaching Assistant – 27.5 hours per week Term time only Permanent

Walton Primary Academy is a large primary school situated in the beautiful village of Walton on the outskirts of Wakefield, West Yorkshire. We are a very successful school, receiving a good Ofsted Report in 2022. At Walton, we pride ourselves on providing a happy, inclusive and caring setting. Our children have the opportunity to reach their full potential and to do so with a smile on their faces.

In September 2014 Walton Primary Academy became the inaugural school of Waterton Academy Trust. 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 Walton Primary Academy is very proud to be part of this.

The Governors, staff and children of Walton Primary Academy are seeking to appoint a Higher Level Teaching Assistant to provide an exceptional learning experience for the children of the community and to support school in ensuring all our children achieve success.

In choosing a Higher Level Teaching Assistant (HLTA), we will be looking for someone who:

- Is committed to inclusion and excellence
- Can facilitate PPA cover by covering classes across the full age range in school
- Has the highest expectations of themselves and others
- Has a willingness and ability to obtain and/or enhance qualifications and training for development within the post
- Demonstrates good language and numeracy skills
- Is able to assist the class teacher and other professionals as appropriate in the development and implementation of suitable educational activities
- Is able to plan, prepare and deliver lessons in conjunction with the class teacher
- Is able to monitor and assess children's progress through marking and providing clear feedback to the class teacher
- Is an excellent communicator and able to work well in a team
- Is a supportive and welcoming presence in the classroom and develop positive working relationships with parents
- Understands how children learn and use their initiative to meet individual's needs
- Is patient, nurturing, able to stay calm, listen, and value children's views

In return, we can offer:

- A friendly, welcoming school
- A supportive and forward thinking leadership team
- A great team of dedicated and committed staff
- A commitment to your professional development and an exciting opportunity to work within a multi-academy trust
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

Further Details

Visits to the school are warmly welcomed. Please contact the school office to arrange a suitable time. Tel: 01924 255 960.

To Apply

Applications can be made via the below link:

[Waterton Academy Trust, Wakefield | Teaching Jobs & Education Jobs | MyNewTerm](#)

Selection Timeline

Closing Date: Friday 12th July 2024 - midday

Shortlisting: Friday 12th July 2024

Interviews: Wednesday 17th July 2024

Start Date: September 2024

Dear Applicant



Thank you for your interest in the post of Higher Level Teaching Assistant at Walton Primary 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 of September 2014. Our 13 primary, infant, and junior schools, 2 Assessment Resource Units and 4 Pre-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.



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 the children, staff parents and governors here at Walton Primary Academy, I would like to thank you for expressing an interest in the role of Teaching Assistant at our fantastic school. We are looking to recruit a hardworking and enthusiastic person to join our friendly staff team who will help to support and enhance the learning experiences of our children.



We place a huge emphasis on the inclusivity of our setting and great pride in the progress and attainment that all our learners make. This is based upon an understanding of the individual needs of children and offering them an exciting and experiential curriculum that both stimulates and challenges. We aim to develop skills and resilience that enable all to achieve in a culturally rich and diverse world. We place great value in empathy and understanding the endless possibilities that education can offer.

Walton is a bright and vibrant setting with children that reflect this. Attitudes are positive and friendly, and parents are supportive and approachable. We have high expectations and aspirations for all our children and in turn, we expect the same of ourselves.

Staff are well supported and our SLT and teaching team work closely with teaching support to provide effective and exciting teaching and learning opportunities. You will be joining a hardworking and dedicated team that help to create an engaging and vibrant school environment.

All staff at Walton Primary Academy are well supported in their continuous professional development and being part of Waterton Academy Trust allows us to access the highest quality training and support.

We hope that you will consider joining our happy, friendly and hard-working team here at Walton and we look forward to receiving your application.

Mr C Thorpe

Headteacher



It's a school full of wonderful staff and wonderful children.

School Support Staff





About our School

Walton Primary Academy is proud to be part of the Waterton Academy Trust, a group of like-minded schools with an ethos of creating vibrant and engaging environments where all pupils have the potential to shine.

Walton Primary Academy is a 1.5 form entry school in the village of Walton which is approximately 3.5 miles south east of the centre of Wakefield. Walton is a picturesque village with a strong sense of community. We are located on the boundary of Walton Hall, once the residence of Charles Waterton, the naturalist and explorer who lends his name to our trust.



We are very proud of our children and we place a huge emphasis on community and the role that parents play in the education of their children. At Walton Primary Academy we aim to provide all our learners with endless possibilities and a deep self-belief. We aim to facilitate opportunities that spark the imagination, making learning inspirational and relevant to the needs of every individual. As a school we aspire to ignite a passion for life-long learning and to develop great thinkers who embrace challenges. Our curriculum ensures that we promote curiosity, enthusiasm and independence. All of the above is based upon a bedrock of mutual respect, tolerance and empathy. We aim to promote children's roles in both the local and global community.

Our most recent Ofsted grading was good and the report stated that 'pupils are confident to share their ideas and justify their opinions' whilst 'leaders and teachers actively promote pupils' spiritual, moral, cultural and social development'. We pride ourselves in being an inclusive setting where everyone is welcomed and feels valued.

Our school motto at Walton is 'Moving Forward Together' and we do this on a daily basis with positivity and a happy smile.



Walton Primary is a lovely school, where you really are part of a team who are hardworking, caring & supportive to each other. Overall, it's a pleasure to work with such fabulous peers

School Office Staff

At Walton, we place children at the centre of everything that we do

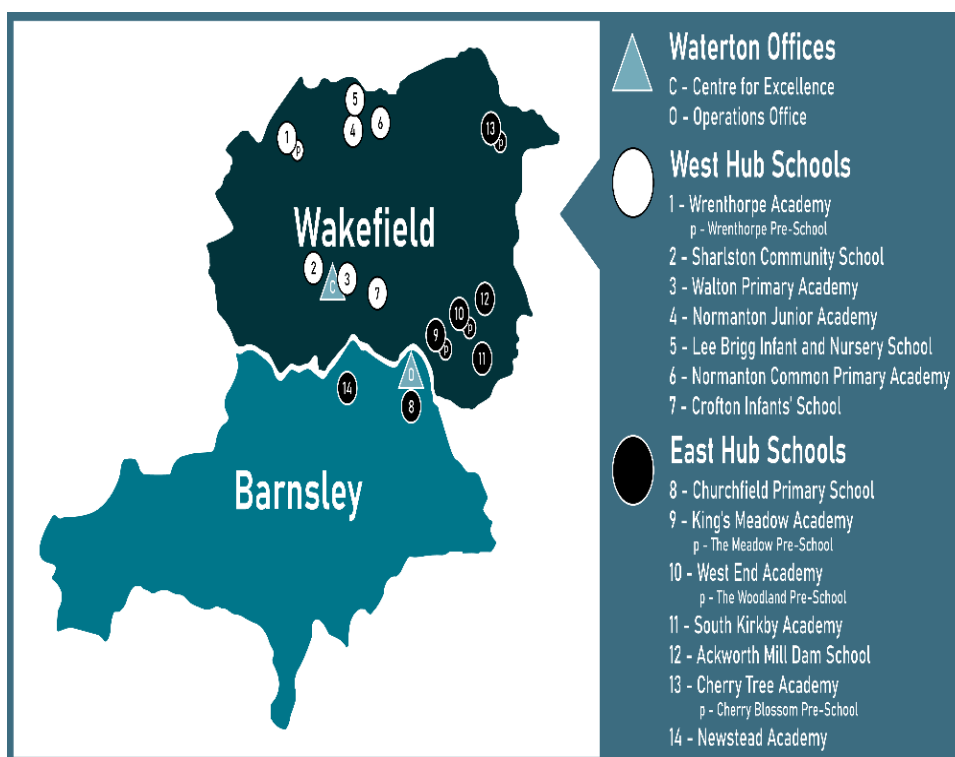
Staff are given excellent professional development opportunities and we ensure that their well-being is supported effectively

Governors, parents and the wider community all play a part in our success

We are able to call upon expertise from across the trust. Colleagues collaborate and share best practice through many network groups

About the Trust

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about. We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and contributing to the wider system leaders' network. We encourage colleagues to take up opportunities and engage in projects outside of the trust.



The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. The trust intends to continue to grow within these key partnership areas.

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.

Governance

The Trust model of governance is based on two geographical hubs and is built to ensure scalability and clear lines of communication between all levels of governance. The Members of Waterton Academy Trust commissioned a review of Governance by the CST which took place during the academic year 22/23. The findings of the review were extremely positive and reaffirmed our belief that the Trust has a robust and fit for purpose governance model.



1 Members
Board of Members: Custodians of governance arrangements, including appointing Trustees.

2 Trustees
Board of Trustees: Ensure clarity of vision and strategic direction of the Trust, oversee financial management and hold leaders to account for educational performance.

3 LHB
Local Hub Boards: Support the Trust in the delivery of key objectives at local level in accordance with its delegated powers and by establishing a Finance and Standards Committee.

4 ASC
Academy Standards Committee: Ensure that academies have a voice and promote community cohesion. Review, monitor and evaluate educational provision to foster an environment where all children reach their full potential.

Our Vision, Values and KPI



- Assemble a collaborative of schools that strive to deliver excellence throughout
- Establish an environment where children enjoy and engage in a rich and relevant curriculum
- Cultivate a culture of high aspiration, regardless of social, economic or cultural background
- Create a community where everyone reaches their full potential and where success truly is a shared experience



Job Description

Title	Higher Level Teaching Assistant
Accountable to	Headteacher or Line Manager nominated by Headteacher

Purpose of the Post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsibilities

1. Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance. □
Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.

3. Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g., literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

4. Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

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

To supervise and ensure the health and safety of children at all times.



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
- 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	Higher Level 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	Higher Level Teaching Assistant status OR willingness working towards this. (Level 4)	X		AF
	Level 2 Numeracy/ Literacy OR willingness to work towards	X		AF
	Training in relevant learning strategies e.g. literacy	X		AF
	Management qualification e.g. Level 3 ILM Certificate in First Line Management OR		X	AF
	Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)		X	AF
	Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)		X	AF
Experience				
Ability to undertake duties of the post	Previous experience of working with children of the relevant age range in a learning environment	X		AF/I
Knowledge				
Includes abilities	Full working knowledge of relevant policies/codes of practice legislation.	X		AF/I
	Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies	X		AF/I
	Constantly improve own practice/ knowledge through self-evaluation and learning from others.	X		AF/I
	Good understanding of child development and learning processes	X		AF/I

	Understanding of statutory frameworks relating to teaching	X		AF/I
	Appropriate knowledge in First Aid	X		AF/I
Physical Skills				
	Effective use ICT to support learning	X		AF/I
Suitability to work with children and young people				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	X		I/R DBS Disclosure
Additional Requirements				
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
	Committed to professional development in connection with the post	X		I
	Work in accordance with the Trust's core values and behaviours	X		I
	Travel in connection with the post	X		I
	A commitment to safeguarding and promoting welfare for all	X		I

Next Steps



Further Details

Visits to the school are warmly welcomed. Please contact the school office to arrange a suitable time. Tel: 01924 255 960.

To Apply

Applications can be made via the below link:

[Waterton Academy Trust, Wakefield | Teaching Jobs & Education Jobs | MyNewTerm](#)

Selection Timeline

Closing Date: Friday 12th July 2024 - midday

Shortlisting: Friday 12th July 2024

Interviews: Wednesday 17th July 2024

Start Date: September 2024



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