



# **South Kirkby Academy**

## **Learning Support Assistant Application Pack**

<b>Post title</b>	Learning Support Assistant x 2
<b>Location</b>	South Kirkby Academy Stockingate South Kirkby Academy Pontefract WF9 3DP
<b>Salary &amp; Grade</b>	Grade 4 SCP 5 – 6  FTE (£19,312 - £19,698)  Actual (£14,151 - £14,434)
<b>Hours</b>	32 hours and 30 minutes per week Term time only Permanent

We are seeking to appoint 2 talented and dedicated Learning Support Assistants to join our forward-thinking team at South Kirkby Academy.

Waterton Academy Trust is a primary only multi academy trust of 13 primary schools serving the Wakefield and Barnsley districts. The Trust's driving ambition is to secure the very best outcomes for all its children and prepare them for future success. South Kirkby Academy is very proud to be part of this determined and collaborative group.

South Kirkby Academy is a rapidly improving school. The dedicated staff team works hard to provide a secure and caring environment where everyone is valued, expectations are high and achievements are celebrated. From September, a new leadership team has taken up the helm, and is leading the school on the next stage of its journey to excellence. The future is bright at South Kirkby.

We are looking for suitably experienced, positive individuals with a genuine passion for education – people with drive and empathy who will endeavour to make a difference to the lives of the children they support. At South Kirkby, the role of Learning Support Assistant is varied and includes supporting pupils, some of whom have additional special educational needs, in class, in small group work or on an individualised basis. Our aim is for every child to receive the support and challenge they need so they can reach their full potential.

**The successful candidates will:**

- Have good literacy and numeracy skills
- Be knowledgeable about the expectations for high quality teaching support
- Be enthusiastic about the role
- Have excellent interpersonal skills and recognise the importance of good relationships
- Be committed to their own development
- Be a hardworking team member who has the needs of the children as their top priority
- Be highly motivated with a strong commitment to high expectations of all children

**In return we can offer:**

- A friendly and supportive school with a forward-thinking leadership team
- A commitment to your professional development
- A bright and spacious environment with excellent outdoor facilities
- Well behaved children who enjoy learning
- 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

# Dear Applicant

**Thank you for your interest in the post of Learning Support Assistant at South Kirkby 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 into 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

Thank you for your interest in our school.

South Kirkby Academy is a very positive and happy school community. We enjoy enormous support from our parents/carers and our children are proud of their community and demonstrate respectful behaviours and are keen to learn.



Our support staff are an effective team. They are professional, friendly, fully committed and determined to provide children with every opportunity to enjoy each day and achieve their potential.

The school building is bright, well-resourced and our teachers say it's an inspirational place to work in. We are currently re-developing our grounds to ensure they are attractive and can be used to enhance the curriculum.

## Our current improvement priorities are:

- To continue improving the quality of teaching so that every minute counts in every lesson
- To improve the overall rate of attendance
- To improve progress in writing and maths so that it matches that in reading

The staff team are excited about the opportunity to appoint new Learning Support Assistants and looks forward to working with the successful applicants to strengthen the offer of support and challenge by extending it to more children.

We want our new colleagues to have highly developed emotional intelligence and the ability to build effective relationships with all stakeholders.

As part of Waterton Academy Trust, we take the well-being of all stakeholders as high priority as well as valuing the importance of work-life balance, and professional development.

**Mr K Greensides**

**Academy Standards Committee Chair**



Pupils behave well. They are courteous, considerate and welcoming to visitors. They are proud of their school.

**Ofsted 2019**





# About Our School

South Kirkby Academy is a smaller than average sized primary school based in the heart of an ex-mining community. South Kirkby is a town in the city of Wakefield in West Yorkshire. The town forms half of the civil parish of South Kirkby and Moorthorpe and has a population of approximately 10,979. South Kirkby is served by two railway stations with a distance of one mile (1.6km) between them. The town was first mentioned in 1086 in the Domesday Book, and South Kirkby retains the site of the original Saxon settlement. The town is also home to South Kirkby Colliery football club, who have competed in the FA Cup many times in their history.



As a school we are on our journey to good and are proud to be part of Waterton Academy Trust. South Kirkby Academy's curriculum is rooted in the lives of our pupils and their community, in order to promote learning through personality, talent, mental and physical development. Our curriculum includes not only the formal requirements of the National Curriculum, but also exciting and stimulating extra-curricular activities to ensure creativity, breadth, challenge and balance.

The wider school curriculum takes place both in and beyond this community to make learning relevant and meet the needs and interests of our pupils and their families within South Kirkby.

Our curriculum prepares pupils for life in modern Britain through building the characteristics of resilience and self-regulation, key competencies needed to boldly face the challenges within an ever changing and ever complex society.

Learning through a local, national and international lens, ensures our pupils' curiosity is ignited, minds are broadened, and their lives are enriched. Core knowledge is the driver from which our teachers design inspirational learning sequences to develop pupils' knowledge, understanding and skills to navigate their world critically and with increasing confidence.

Our school vision and values are at the core of everything we do. Our teachers are caring, holistic and dedicated in promoting human values through weaving social and emotional learning into our core and wider curriculum. Learning is carefully designed to foster well-being and support every child to reach their full potential and ensure they are prepared for the next stage in their school journey.



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South Kirkby Academy is a fabulous place to work. I am proud to be part of such a hard working yet fun-loving school community.

**Kelly**

**Learning Mentor**





## Why Choose South Kirkby?

- Family focused community
- Committed to professional development for all
- A vision of *Success for All*
- Strong Values of DEDICATION, ASPIRATION, CO-OPERATION and INSPIRATION which underpin our vision
- A highly skilled and supportive team of Governors
- Opportunities to work collaboratively and gain expertise across Waterton Academy Trust





# 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.



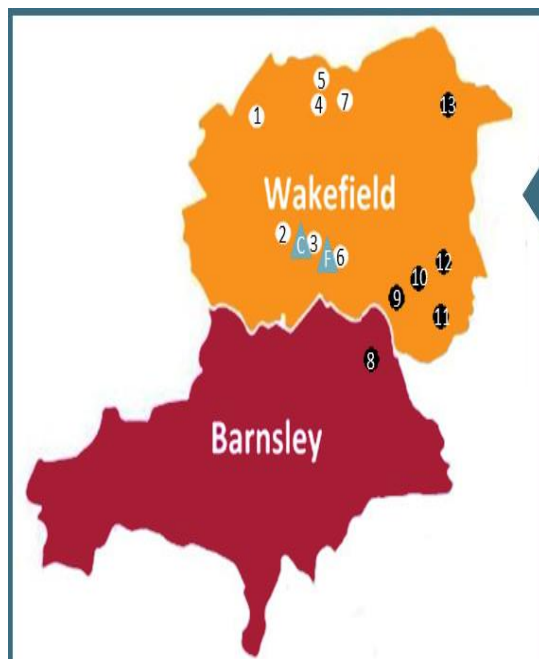
The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School 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 CEO 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>	Learning Support 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 work directly with a particular pupil and support the learning of the pupil, to attend to pupils personal needs and to provide general support in managing pupils and the classroom.

## Responsibilities

### Key Outcomes/ Activities

- 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 with personal care, in line with school policy
- 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 post holder'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

## 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 regularly 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 U.K.
- 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.**





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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





# Personal Specification

<b>Title</b>	Learning Support 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	Effective use of learning materials and resources.	X		AF/I

to the provisions of the DDA Act)				
<b>Suitability to work with children and young people</b>				
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
	The ability to work in a way that promotes the safety and well-being of children and young people.	X		DBS Disclosure
<b>Additional Requirements</b>				
	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





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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

Interested candidates are encouraged to visit South Kirkby 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 643 187.

## 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 [hr@watertonacademytrust.org](mailto:hr@watertonacademytrust.org) by the closing date below or to the school address.

**Closing Date: Wednesday 15<sup>th</sup> September at midday**

**Shortlisting: Wednesday 15<sup>th</sup> September (PM)**

**Interviews: Monday 20<sup>th</sup> September**



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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. 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**