



Application Pack

Nursery Assistant Level 3

An extraordinary education for every pupil



Welcome

Jubilee Park Academy has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

As a school, we are committed to creating a happy and vibrant school community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

Overview

Jubilee Park Academy is a 1 form primary school located in Tipton, Sandwell.

It has 220 pupils from age 2-11 and 30 staff.

Established in 2003 , Jubilee Park Academy joined The Rivers CofE Academy Trust in 2020.

Performance

Our latest Ofsted judgement: "Good " (January 2020)

Quotes from the Inspectors:

•"Pupils are proud to attend their school. They are happy, confident and very smiley."

•"Leaders and staff want every pupil to do their very best in all areas of school life. "

•"Pupils say, 'It is an amazing school because the teachers help us to learn new things every day.'"

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



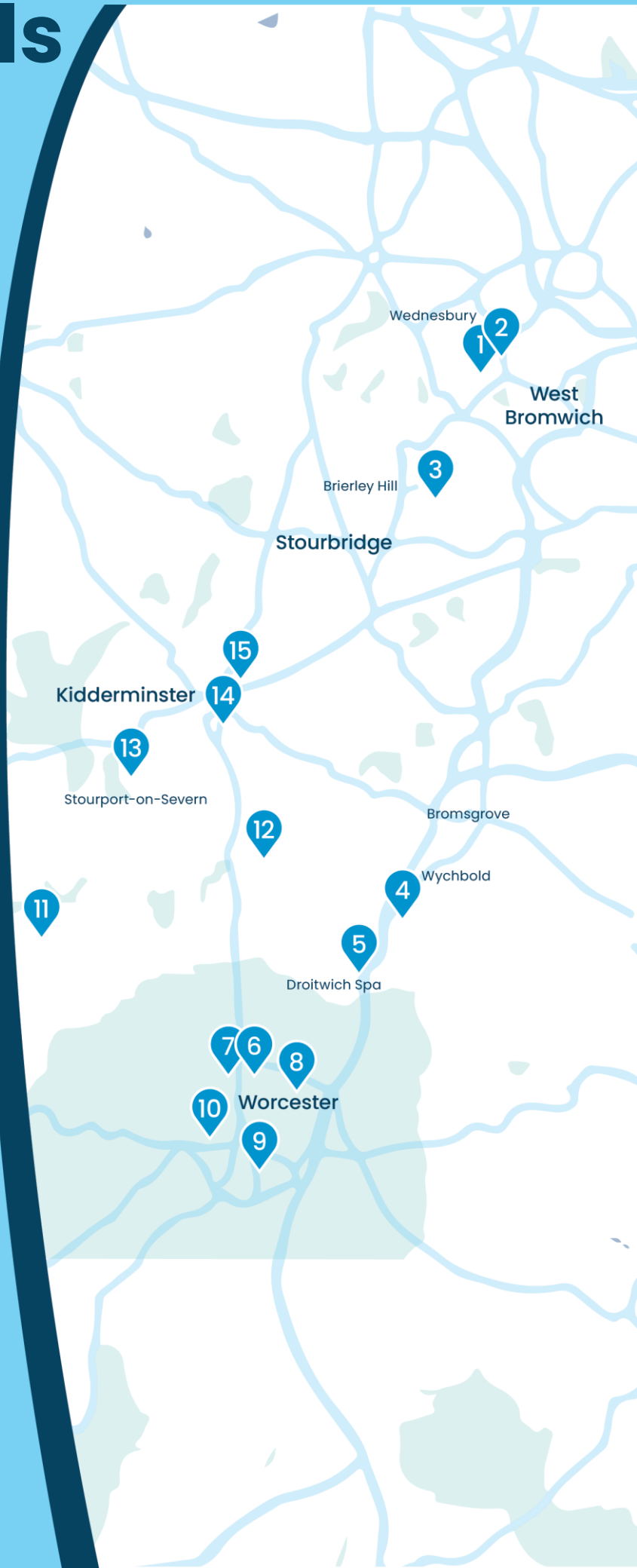
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Governments Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure a guaranteed income in retirement, unaffected by investments performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Nursery Assistant (Level 3)
Salary:	Scale 4, point 7-11. FTE £27,274-£29,071 per annum. Actual salary range: £20, 579- £21,935 per annum.
Contract Type:	32.5 hours a week. Permanent, Term time only plus training days
Start Date:	1 st January 2027
Reporting To:	Headteacher, Deputy Headteacher
Location:	Highfield Road, Tipton, West Midlands
About:	The closing date for applications is 9am Monday 9th November 2026. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-jpa@riverscofe.co.uk. Interviews for this post will take place on Wednesday 11th November 2026. Shortlisting will take place on Monday 9th November 2026. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 522 2598. We look forward to hearing from you.

Job Description

Responsible to: Headteacher, Deputy Headteacher

Key Purpose:

- To contribute to a happy and safe Nursery room for children, staff and others
- To deliver challenging, engaging and enjoyable learning activities
- To form positive relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore
- Working as part of a team to deliver a high standard of care and education
- Working collaboratively with other agencies and professionals
- Developing partnerships with parents/carers to increase involvement in their child's development

Main Activities :

- To supervise and provide support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
- To establish constructive relationships with pupils, parents and carers and interact with them according to individual needs.
- To provide specialist support (curricular/learning) skills/training/experience to pupils with barriers to learning on a one-to-one basis, in a small group or in or out of the Classroom.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- To assist with the planning of learning activities.
- To monitor and evaluate pupils' responses to learning activities regarding achievement/progress through observation and planned recording against pre-determined learning objectives.
- To provide regular feedback to teachers on pupils' achievement, progress and challenges, ensuring availability of appropriate evidence.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under the teacher's direction.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Maintain good order and keep pupils on task, respond to pupils questions and generally assist pupils to undertake set activities.
- To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Nursery meets Ofsted requirements at all times.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To deliver activities that ensure each child is working towards the early learning outcomes.
- To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives
- To be involved in observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – including Individual Education Plans for children with Special Educational Needs, care plans and professional reports
- To report appropriate data to senior leaders when required
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times

Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
- The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
- To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
- Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

Person Specification

Criteria	Essential	Desirable
Qualifications and Experience	•Experience in working in an Early Years environment •Appropriate EYFS Full and Relevant Level 3 Qualification or above. • GCSE Math's and English, grade C or 4 or above.	•Evidence of further CPD •First Aid trained •Team Teach trained
Skills and knowledge	•Ability to work independently •Ability to use own initiative •Good understanding of safeguarding issues •Excellent practitioner	• Good understanding of the new National curriculum •Safeguarding training undertaken •Offsite visit trained •EYFS Experience
Personal qualities	• Enthusiasm and a positive outlook • Excellent attendance and punctuality • Responsible, honest and reliable • Good personal organisation • Calm under pressure	• Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments

How to Apply

Application forms are available to download here: [Vacancies | Jubilee Park Academy](#)

Please email completed application forms to hr-jpa@riverscofe.co.uk by 9am Monday 9th November. Interviews for the position will take place on Wednesday 11th November 2026.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Jubilee Park Academy. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.



The Rivers
C.of E. Academy Trust

Get in Touch

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[Home | Jubilee Park Academy](#)

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