



Application Pack

Higher Level Teaching Assistant
Permanent Vacancy
19.5 hours per week

An extraordinary education for every pupil



Welcome

Thank you for taking the time to consider the role of Higher Level Teaching Assistant at Wychbold First and Nursery School. I am incredibly proud of our school and the welcoming and safe environment that we have created for our staff, pupils and parents. As the 'face of the school', the role of A Higher Level Teaching Assistant is a vital part of the school. At Wychbold, we pride ourselves on our high standards and expectations of the whole school community and I look forward to hearing about how you can contribute to our extraordinary school.

Mrs H Lloyd-Davies.
Headteacher

Overview

Wychbold First and Nursery School is a first school and nursery located in Wychbold, Droitwich. It has 140 pupils from age 3 and 26 staff.

Established in 1972, the school joined The Rivers CofE Academy Trust in 2018.

Ethos


Wychbold First and Nursery School is a caring and warm school at the heart of the Wychbold community. Our staff are dedicated to providing an extraordinary education for every pupil. We pride ourselves on our fantastic relationships and our staff and pupils' drive to be the very best that they can be. Our ambitious and exciting curriculum prepares our children to develop themselves as independent, resilient learners who are ready to step into the world as active citizens.

Performance

At this school, the percentage of children who achieve the expected standard for their Phonic Screening Check is: 92%

Our latest Ofsted judgment was '**Good**' (October 2022).

Staff "feel valued and are very positive about the support they receive from the trust, including for their wellbeing. They say that leaders are responsive and considerate of their workload. Staff feel included in the ambitious vision for the school." (Ofsted 2022)



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 Government 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 and guaranteed income in retirement, unaffected by investment 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 25 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:** Higher Level Teaching Assistant (TA4)
- Salary:** TA4 (SCP 19-22) FTE salary range of £33,119 to £34,811, actual pro rata range of £14,609 - £15,759
- Contract Type:** Permanent, term-time plus TED days, 19.5 hours per week. Start date 01/09/2026
- Reporting To:** Headteacher
- Location:** Wychbold First and Nursery School, Droitwich
- About:** We have an exciting opportunity to recruit a highly skilled Teaching Assistant to join our team at Wychbold First and Nursery School. The successful candidate will support the teaching team, to provide whole class cover during the absence of class teachers
- We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, schools and Trust. If you have any further queries, or would like to visit our school, please call the Wychbold First and Nursery School main office on 01527 861421

Job Description

Our People Values:

- **Love, Learn, Live** – Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** – Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high-quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose:

The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

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

Main Activities:

Supporting the Pupil

Assisting pupils in the acquisition of basic literacy and numeracy skills.

To assist pupils in making progress across all subject areas.

Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.

Motivate and encourage pupils to behave well in and around school.

Acquaint themselves with the support materials in and around the school for individual pupil or group use.

Assist the teacher in developing a supportive and trusting relationship with other adults and children.

Promote and reinforce pupil self-esteem through praise and encouragement.

Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.

Meet the physical and/ or hygiene needs of pupils as required.

Act as support worker for children with Emotional and Behavioural Difficulties

Assist in offsite visits

Job Description (continued)

Supporting the teacher.

Have access to the planned teaching and learning activities for the class.

Record pupil progress to inform future planning for coverage of the national curriculum.

Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.

Help with reasonable requests for preparation of materials to support teaching and learning.

Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating.

Under the direction of the class teacher, ensure a safe environment is maintained within the classroom/ school for all pupils.

Lead in the planning, preparation, delivery and assessment of daily PPA sessions.

Supporting the school

Attend training when appropriate.

Be aware of and support all the schools policies.

Be aware of the school safety procedures e.g. fire drill/ health and safety policy.

Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.

Foster positive links between home and school.

Perform any reasonable duties as requested by the Head Teacher.



Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience of working in a primary school setting • Ability to deliver and plan lessons effectively • An understanding of the strategies used to raise attainment • Has an understanding of how schools use pupil data, to improve progress and outcomes 	<ul style="list-style-type: none"> • Professional qualification relevant to the role • Relevant experience of planning and teaching for a whole class in a school setting • Experience of leading an area of interest across the school • Experience of leading and developing other staff • Experience of working with parents to achieve positive outcomes
Skills and knowledge	<ul style="list-style-type: none"> • Good understanding of the National Curriculum • Can use classroom technology e.g. interactive whiteboards, I-pads and laptops • Ability to use own initiative and to work independently • Understands the importance of Safeguarding issues and a willingness to undertake training • Positive engagement with the performance management process 	<ul style="list-style-type: none"> • Safeguarding training undertaken • Offsite visit leader trained • First Aid trained • Team Teach trained
Personal Qualities	<ul style="list-style-type: none"> • Energetic and has a can-do attitude • Excellent organisational skills • The ability to demonstrate sensitivity • Can listen, reflect and communicate effectively 	<ul style="list-style-type: none"> • Ability to work well in a team • Has strong career aspirations • Has the ability to relate positively to pupils, parents and other stakeholders

How to Apply

Application forms are available to download [here](#)

Please email completed application forms to Mrs H Lloyd-Davies (office-wy@riverscofe.co.uk) Applications close at 12.00pm on Monday 29th June. Shortlisted applicants will be notified by Wednesday 1st July. Interviews will take place during week commencing 6th July.

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 range of Safer Recruitment checks, including an enhanced DBS check.



The Rivers
C.of E. Academy Trust

Get in Touch

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The Rivers C of E Academy Trust

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