



St. Peter's Droitwich  
C of E Academy

Application Pack

# Teaching Assistant

Grade 1, Fixed term – Named Child

An extraordinary education for every pupil



# Welcome

Thank you for taking an interest in our vacancy for a Grade 1 Teaching Assistant, Named Child role.

We hope that you find the job pack informative and that it gives you a clear picture of St Peter's Droitwich C of E Academy and The Rivers C of E Academy Trust.

If you feel that St Peter's is a place where you would flourish, enabling you to provide an extraordinary education for our children, then we encourage you to apply.

## Overview

St Peter's Droitwich CofE Academy is a first school located in the town of Droitwich Spa.

It has 450 pupils from age 4 – 9 years and 50 members of staff.

The school joined The Rivers CofE Academy Trust in 2016.

St. Peter's is a large three-form entry school set in a picturesque location alongside the Droitwich Lido Park.

Our children join us in their Early Years Foundation Stage (EYFS) year and move onto our local middle schools at the end of Year 4. We have capacity for 450 pupils. We are committed to working in partnership with parents and carers to ensure that all pupils reach their potential. We have a firm, fair and consistent rewards and sanctions policy which ensures that all children feel safe, respected and valued.

Our staff are talented, dedicated and caring. Alongside our Advocates (Governors), we strive to make St. Peter's a welcoming, purposeful and successful school. We all take pride in our school and all that we achieve together. Our school has a friendly atmosphere, which is reflected in happy children who thrive in a safe and positive learning environment.

Our school provides a challenging and stimulating place to learn. St. Peter's is a place where every child has something to offer, and we have something to offer every child.

Our latest Ofsted judgment: Good (Nov 2024)

Our latest SIAMS Judgement: Outstanding (Dec 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**



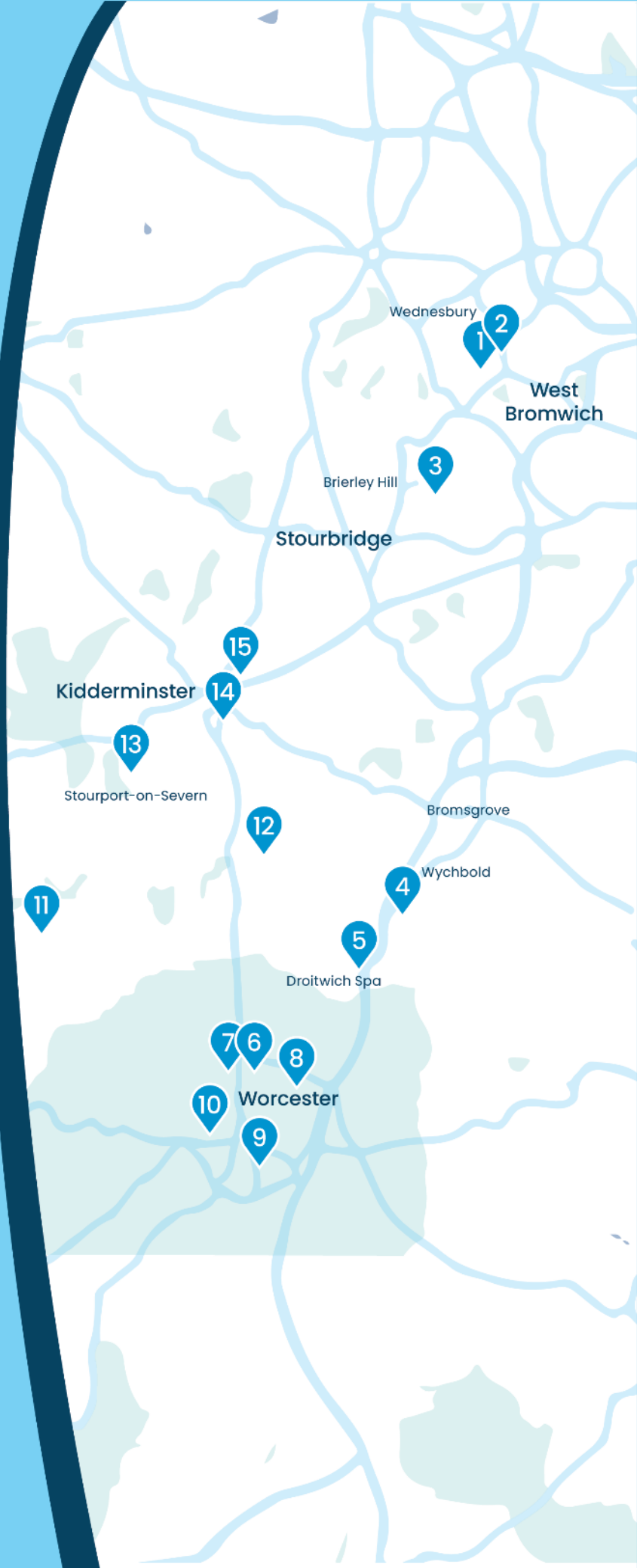
**Respect**



**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/](http://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/](http://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

<b>Job Title:</b>	Teaching Assistant
<b>Salary:</b>	Grade 1 - £16295.28 - £17189.28
<b>Contract Type:</b>	Fixed Term – Named Child
<b>Reporting To:</b>	SENCo
<b>Location:</b>	St Peter's Droitwich CofE Academy
<b>About:</b>	28.75 hours per week, 5-day week 8:30am – 3:00pm (includes a 15-minute comfort break and 30-minute lunch break) Supporting a Year 3 child with an EHCP.

# Job Description

## Key Purpose

To support pupils and staff to ensure that all reach their full potential.

## Main Activities

### Supporting Pupils

- Aid pupils to access all subjects of the national curriculum and encourage their independence as learners.
- Assisting pupils in the acquisition of English and Maths skills so that they make progress across all subjects.
- Assist with the promotion of independence.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Meet the physical, medical and/or hygiene needs of the named pupil as required including help with mealtimes where needed.
- To follow recommendations stating in a pupils Education Health Care Plan creating opportunities for the pupil to reach the stated targets.
- Assist on off site visits.
- Communicate and build relationships with parents.

### Supporting the Teacher

- Ensure a safe environment is maintained within the classroom / school for all pupils.
- 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.
- Help with reasonable requests for preparation of materials to support pupils.
- Assist with reasonable requests for minor administrative tasks.
- Keep records to assist in the behaviour and safety of pupils.
- Assist the teacher, where required, in liaising with parents and other professionals.
- Assist in the implementation of programmes designed by other professionals.
- Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.

## Supporting the School

- To safeguard all children.
- Invest in the school team creating a positive culture and ethos.
- To support the Christian Distinctiveness of the school.
- To positively promote the school and Trust
- Attend training when appropriate and after consultation with a member of SLT.
- Foster positive links with home and school.
- Perform any reasonable duties as requested by the headteacher.
- Be aware of and observe all policies, procedures, working practices and regulations. In particular:
  - ✓ 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.
  - ✓ It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.
  - ✓ To maintain the confidentiality about pupils, 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.
  - ✓ To report to line manager, or other appropriate person, in the event of awareness of unacceptable practice.
  - ✓ Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The school reserves the right to alter the content of this job description, after consultation, to reflect changes to services provided, without altering level of responsibility.



# Person Specification

## Qualifications and Experience:

Essential	Desirable
<ul style="list-style-type: none"><li>• Experience of working in a school setting either through paid work or work experience</li></ul>	<ul style="list-style-type: none"><li>• Appropriate educational qualifications</li><li>• GSCE/O-Level in English and Maths</li><li>• Evidence of further CPD</li><li>• First Aid Trained</li><li>• Visti Leader Trained</li></ul>

## Skills and Knowledge:

Essential	Desirable
<ul style="list-style-type: none"><li>• Good understanding of safeguarding children</li><li>• Will use own initiative</li><li>• Work independently</li><li>• Flexible in thought</li><li>• Physically fit enough to support with manual handling and all care needs</li><li>• Willingness to engage with specialist training</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding training undertaken</li><li>• Understanding of the KS2 National Curriculum</li></ul>

## Personal Qualities:

Essential
<ul style="list-style-type: none"><li>• Ability to build and maintain effective working relationships, working in a team</li><li>• Demonstrate very high standards of personal and professional conduct</li><li>• Effective interpersonal and organisational skills</li><li>• Positive 'can do' attitude</li><li>• Listen, reflect and communicate effectively</li><li>• Ability to relate positively to children, parents and other stakeholders</li></ul>

# How to Apply

A 'Support Staff Application Form' is available to download from our [trust website](https://www.riverscofe.co.uk):

<https://www.riverscofe.co.uk/work-for-us-1/vacancies>

Please email the completed application forms to Sharon Sault: [ssault@riverscofe.co.uk](mailto:ssault@riverscofe.co.uk) by Wednesday 3rd December 2025, 12 noon.

Shortlisted applicants will be invited to attend an interview on Monday 8th December 2025.

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.



**The Rivers**  
C.of E. Academy Trust

## Get in Touch

### **St Peter's Droitwich CofE Academy**

St Peter's Church Lane, Droitwich, WR9 7AN

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**E:** [spoffice@riverscofe.co.uk](mailto:spoffice@riverscofe.co.uk)

**W:** [www.stpetersdroitwichcofe.co.uk](http://www.stpetersdroitwichcofe.co.uk)

### **The Rivers C of E Academy Trust**

School Lane, Cutnall Green, Droitwich, WR9 0PH

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**W:** [www.riverscofe.co.uk/](http://www.riverscofe.co.uk/)