



The Rivers
C.of E. Academy Trust



Application Pack

HLTA (Higher Learning Teaching Assistant)

An extraordinary education for every pupil



Welcome

Summerhill Primary 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.

Summerhill Primary Academy is a four-form entry primary school. which caters for pupils from age 2 to 11 years old. 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

Summerhill Primary Academy is a 4-form primary school located in Tipton, Sandwell.

It has 799 pupils from age 3-11 and 120 staff.

Established in 2005 , Summerhill Primary School became an Academy in 2017 and have since joined The Rivers CofE Academy Trust in 2020, as Summerhill Primary Academy.

Performance

Our latest Ofsted judgement: "Good " (March 2022)

Quotes from the Inspectors:

"This well led school is very successful at teaching reading and mathematics."

"Pupils behave extremely well. They are excited by their learning and treat each other and adults with great respect".

"Classrooms are calm and purposeful places in which to work and learn"



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



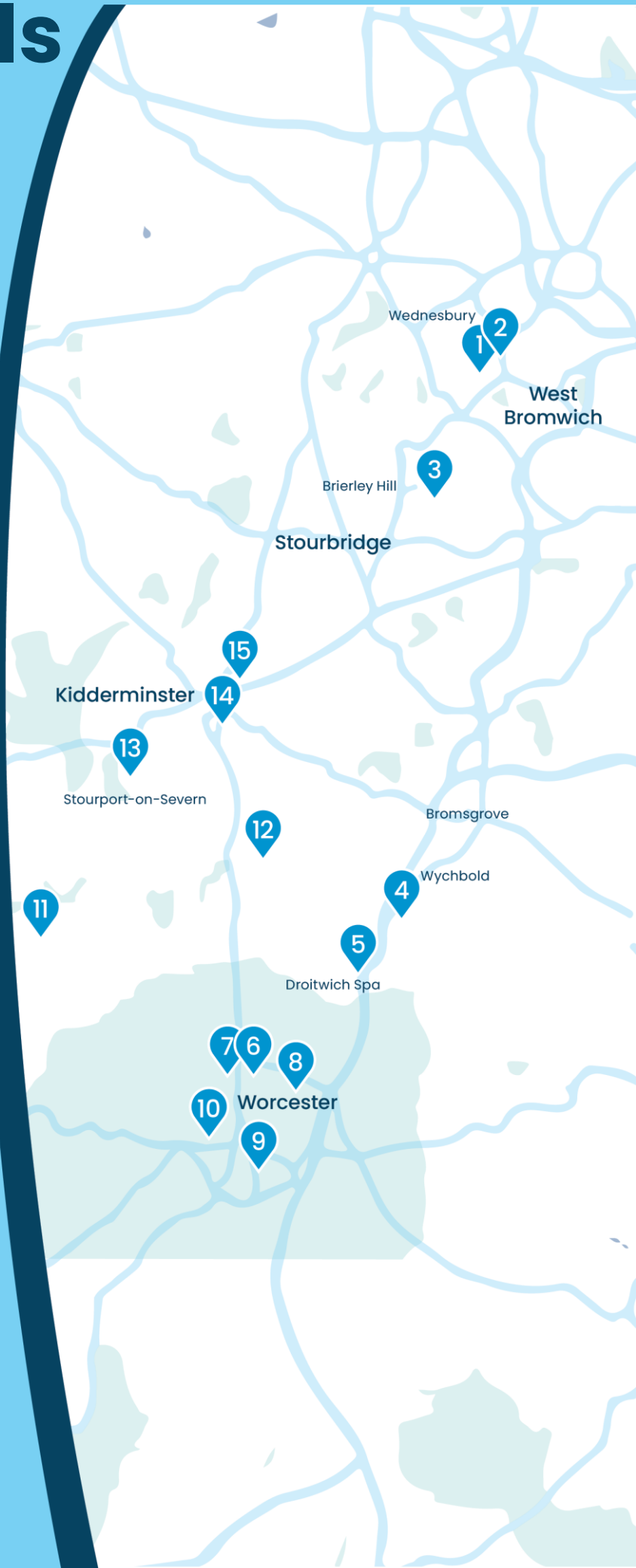
Respect



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 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:** HLTA(Higher Learning Teaching Assistant)
- Salary:** Scale 6, Points 19-22 (FTE: £33,119 - £34,811) Actual Salary £28,449-£29,903.
- Start date:** 1st September 2026
- Contract Type:** Permanent. Full-time. Time- time only , plus training days.
- Hours:** Full time. 37 hours per week
- Reporting To:** Headteacher, Assistant Headteacher.
- Location:** Upper Church Lane, Tipton, West Midlands
- About:** The closing date for applications is **9am Wednesday 3rd June 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-spa@riverscofe.co.uk.
- Interviews for this post will take place on Wednesday 10th June 2026.** Shortlisting will take place on Wednesday 3rd June. If you have not heard back by 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 557 3282. We look forward to hearing from you

Job Description

Responsible to: Headteacher

Key Purpose:

- 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.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

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 where appropriate.
- 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

Support for teachers

- 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 provide 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.

Job Description

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, Key Stage 3, 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' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

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.
- Where appropriate, 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.

Line Management Responsibilities


- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

Job Description

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

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 and is consistent with the School's Equal Opportunities Policy and Code of Conduct.



Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> Higher level teaching qualification or equivalent. Experience in working in primary school setting. Relevant experience of planning and teaching for a whole class. Ability to plan lessons effectively and able to understand and use strategies to raise attainment 	<ul style="list-style-type: none"> Understanding of how schools use pupil data to improve progress Evidence of further CPD First Aid Trained Safeguarding training
Skills and knowledge	<ul style="list-style-type: none"> Ability to use ICT effectively Good understanding of child development and learning processes. Understanding of statutory frameworks relating to teaching. Ability to relate well to children and adults. Ability to manage behaviour effectively. Good understanding of safeguarding issues . Understanding of child development • Excellent practitioner. Awareness and understanding of parental engagement in raising pupil achievement. 	<ul style="list-style-type: none"> First Aid trained Team Teach trained EYFS Experience Use of classroom technology
Personal Qualities	<ul style="list-style-type: none"> The ability to work constructively as part of a team, understanding classroom roles and responsibilities and his/her own position within these. Ability to organise, lead and motivate a team. The ability and motivation to constantly improve own practice/knowledge through self-evaluation and learning from others. 	

How to Apply

Applications forms are available to download here: : [Home | Summerhill Primary Academy](#).

Please email completed application forms to hr-spa@riverscofe.co.uk by 9am Wednesday 3rd June 2026. Interviews for the position will take place on Wednesday 10th June 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 Summerhill Primary 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.



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Get in Touch

Summerhill Primary Academy

T: 0121 557 3282

E: office-spa@riverscofe.co.uk

[Home | Summerhill Primary Academy](#)

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