



Application Pack

TA2 with Wraparound (2 Evenings)

An extraordinary education for every pupil



Welcome

Welcome to Dudley Wood Primary School! At Dudley Wood, we believe in making every day count by valuing each child as a unique individual. Our dedicated team works tirelessly to nurture our pupils' interests, talents, and personalities, ensuring they feel happy, safe, and successful. We build strong relationships with parents and carers, working together to support our children's well-being and academic achievements. Our STARS values—Sharing, Trust, Achievement, Respect, and Safety—are at the heart of everything we do. We strive to inspire a love for learning, fostering independence and confidence in our pupils. With high aspirations and no limits to what our children can achieve, we aim to empower them to be extraordinary people who contribute positively to society and their futures.

Overview

Dudley Wood Primary is a Primary school located in Dudley Wood. We have 451 pupils from age 3-11 and 56 staff members. Dudley Wood Primary was established in 1962, the school joined The Rivers CofE Academy Trust in April 2022.

At Dudley Wood Primary School, we embrace a culture that values every individual and strives to make every day count. We focus on nurturing each child's unique interests, talents, and personalities, ensuring they feel happy, safe, and successful. By fostering strong relationships with parents and working collaboratively, we aim to instill a love for learning, independence, and confidence in our pupils. As part of The Rivers C. of E. Academy Trust, we benefit from a strong culture of collaboration and success. Our enhanced and meaningful curriculum is designed to equip children with the knowledge, skills, and positive attitudes needed to thrive in society. We are committed to the Trust's vision and values, which emphasise sharing, trust, achievement, respect, and safety, preparing our pupils to be global citizens in an ever-changing world.

At this school 72% of pupils meet expected reading standard, 55% meet writing standards and 60% of students meet the math's standard. 15% of pupils are achieving at a higher standard in reading.

Our latest Ofsted judgment was: GOOD

Parent feedback:

"I wanted to let you know how proud I am that my child is part of Dudley Wood. I think the wonderful staff should be recognised for their hard work and commitment, not only towards my child but to pupils in their class.

As a working parent, I miss out on drop off and collections therefore missing out on 'catching up' with the teachers. Your staff make me feel much better about leaving my child in their care as I frequently have updates on Seesaw. Nothing is ever too much trouble! What a wonderful job staff are doing making my child feel safe and happy!"



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



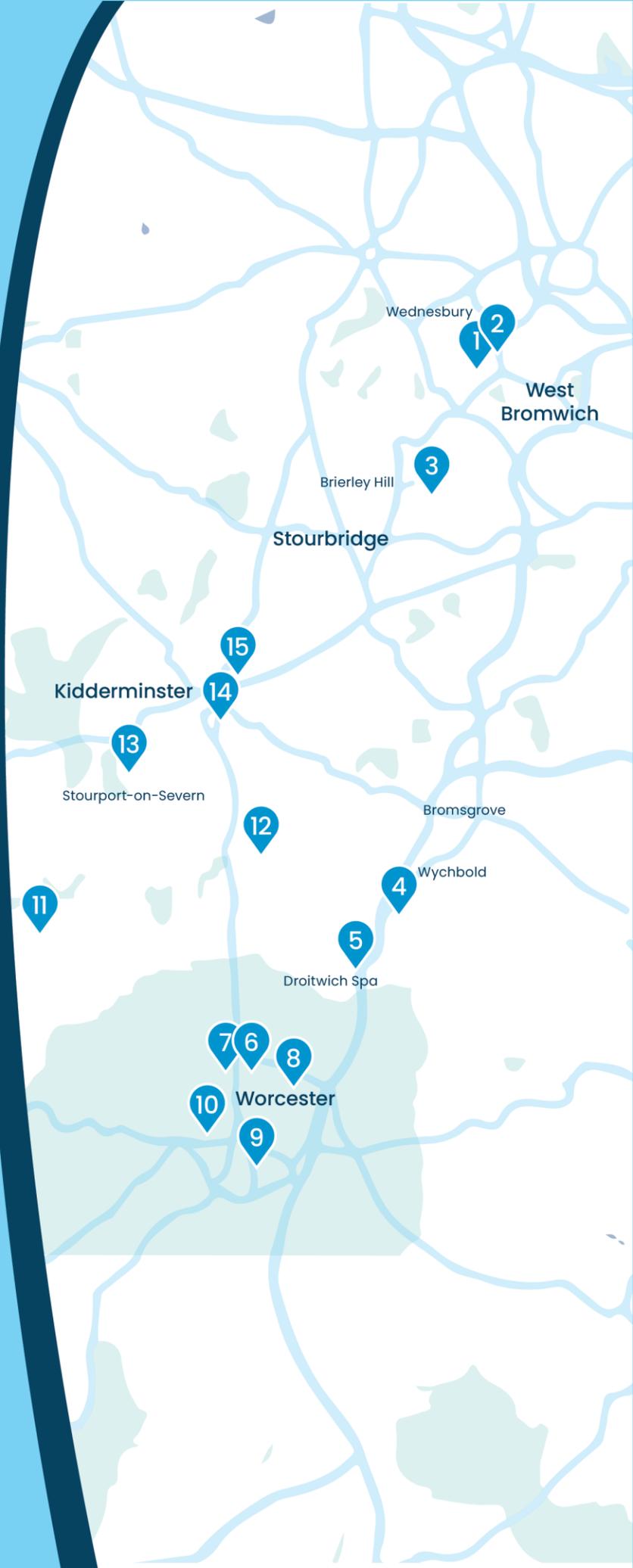
Respect



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:** Teaching Assistant Level 2 with Wraparound (2 evenings)
- Salary:** Scale 3, Point 5-6 (£25,583-£25,989) per annum reduced proportionately
Actual Salary: £21,975.79-£22,826.13
- Contract Type:** Permanent contract starting 13th April 2026.
Term Time Only + 5 training days, Mon – Wednesday 08:30-15:30. Thursday-Friday 08:30-17:45. 37 hours per week.
- About:** Dudley Wood Primary School has an exciting opportunity to recruit a temporary Level 2 Teaching Assistant to join our highly motivated support staff team. The role is Monday to Friday, with wrap-around care responsibilities attached on **Thursday and Friday**.
- Dudley Wood Primary is part of the highly successful Rivers Academy Trust, which offers excellent training opportunities and continued professional development for all staff. Candidates must meet the requirements set out in the job description and person specification.
- Closing date:** Monday 23rd March 2026 at 9:00am
Shortlisting: Afternoon of 23rd March 2026
Applications: Please send completed application forms to hr.dwp@riverscofe.co.uk

Job Description

Key Purpose:

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

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.
- Working with pupils on an individual 1:1 or group basis as required by the class teacher.
- Assist in offsite visits.
- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Ensure pupils understand instructions.
- 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 Behavioral Difficulties.
- Support children at lunchtime.

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.

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.
- After negotiation with the line manager, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
- Perform any reasonable duties as requested by the senior leadership team.
- To undertake any further training as required.
- To 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 bad 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.

Job Description

- Additional Wraparound Duties:

To actively participate in the operational delivery of good quality play and care provision for children aged 3 – 11 years.

- To provide stimulating activities, engaging with children in a safe environment.
- To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.
- Main Activities: – To support the Wrap Around Club Lead in the direct planning and implementation of the daily activities of the club to ensure the children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- To work with staff to maintain the club to an agreed standard of cleanliness and hygiene and to advise the Wrap Club Lead of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary.
- To work with the Wrap Around Club Lead to ensure high levels of food hygiene are maintained at all times in accordance with Safer Food Better Business guidance document.
- To support the Wrap Around Club Lead in ensuring that all relevant records are maintained and attend staff meetings and training sessions as required.
- To support the Wrap Around Club Lead in ensuring all safeguarding concerns are logged and appropriately dealt with according to the school's Safeguarding Policy.
- To undertake other duties and responsibilities of an equivalent nature as determined by the Headteacher/ Wrap Lead.

Person Specifications

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Appropriate level 2 or above qualification • GCSE Maths and English, grade C or 4 and above • Experience in working in a school setting • First Aid Qualified 	<ul style="list-style-type: none"> • Evidence of further CPD • Team Teach trained • Basic understanding of food hygiene.
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work independently • Ability to use own initiative • Good understanding of safeguarding issues • Excellent practitioner • Use common sense • Ability to provide and facilitate an inclusive, safe and creative play incorporating the play principles. 	<ul style="list-style-type: none"> • Good understanding of the new National curriculum • Safeguarding training undertaken • Offsite visit trained • EYFS Experience
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm for learning and working with children • Growth mindset and resilience • Positive attitude towards learning and developing • Caring, friendly, approachable, open, inclusive, welcoming, and personable • Able to maintain confidentiality at all times • Able to be professional at all times • Able to be punctual and reliable at all times 	

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.

How to Apply

Application forms are available to download here:
<https://www.dudley-wood.sch.uk/vacancies-1/>

Please email completed application forms to
hr.dwp@riverscofe.co.uk by Monday 23rd March 09:00am.

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

Dudley Wood Primary School

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DY2 0DB

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E: contactus.dwp@riverscofe.co.uk

<https://www.dudley-wood.dudley.sch.uk>

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