



Heronswood Primary &  
Pre-School

# Application Pack

Teaching Assistant

An extraordinary education for every pupil



# Welcome

Heronswood Primary School is an exciting and dynamic place to be. We aim to inspire our children with our curriculum which is designed to motivate and engage the children in their learning. Through an extraordinary education, we empower pupils to be life-long learners and see their limitless potential.

At Heronswood we strive to make the time our children spend at school as fun, exciting, engaging and as memorable as possible. We recognise that children learn best when they have an emotional connection to the activities they are participating in. We do this through a stimulating, vibrant curriculum but also by bringing in outside people and by taking the children out on trips and visits.

## Overview

### School overview template

Heronswood Primary School & Pre-School is a 2-form entry Primary School, with attached Pre-School and Tots Room, located in Spennells, Kidderminster

Currently fully subscribed for September 2026. It has 498 pupils from age 2-11 years on roll and 65 staff.

Established in 1982, Heronswood Primary School was one of the founding members of the Rivers CofE Academy Trust in 2014.

### Ethos

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.

### Performance

At this school 61% of pupils meet expected standard in Reading, Writing and Maths. 81% of pupils meet expected standard in Reading, 65% in Maths and 79% in Writing.

Our latest Ofsted judgment: Outstanding (May 2024)



# 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>	TA1, SCP3 – £25,615 per annum, reduced proportionately to reflect hours
<b>Contract Type:</b>	32.5 hours per week term time only
<b>Reporting To:</b>	Head Teacher/Assistant Head
<b>Start Date:</b>	September 2026
<b>About:</b>	We have an exciting opportunity to join our friendly team at Heronswood Primary School.

We are looking for applications from people who share our Trust's values and vision. The successful candidate will have the enthusiasm and ability to inspire children, be highly motivated and organised, has high expectations and the desire to make a difference.

# Job Description

## **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 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 Behavioural 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 and after consultation with the headteacher

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 headteacher, 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 headteacher.

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
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Level 3 TA Qualification or above</li> <li>• GCSE in English and Maths (or equivalent)</li> <li>• Experience of working in a school setting</li> <li>• Experience of working with SEND children</li> <li>• Experience of marking books and giving children feedback to enable them to make rapid progress</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further CPD</li> <li>• First Aid trained</li> <li>• Team Teach trained</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Ability to use own initiative</li> <li>• Good understanding of safeguarding issues</li> <li>• Excellent practitioner</li> <li>• Good understanding of ACES and Trauma</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the new National curriculum</li> <li>• Safeguarding training undertaken</li> <li>• Offsite visit trained</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Energetic and has a can-do attitude</li> <li>• Excellent organisational skills, attendance and time keeping</li> <li>• The ability to demonstrate sensitivity, professionalism and good humour</li> <li>• Can listen, reflect and communicate effectively</li> <li>• Ability to work well in a team</li> <li>• Ability to relate positively to pupils, parents and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Has strong career aspirations</li> </ul>

# How to Apply

Application forms are available to download here: [Vacancies | Heronswood Primary School](#)

Please email completed application forms to [hwoffice@riverscofe.co.uk](mailto:hwoffice@riverscofe.co.uk)

Closing date 9am on Wednesday 1<sup>st</sup> July 2026

Interviews will be held on Tuesday 7<sup>th</sup> July 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.



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

# Get in Touch

## **Héronswood Primary School & Pre-School**

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

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