

# Application Pack

Teaching Assistant Level 3  
( Early Reading and Phonics )

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 3 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.

### Ofsted

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**



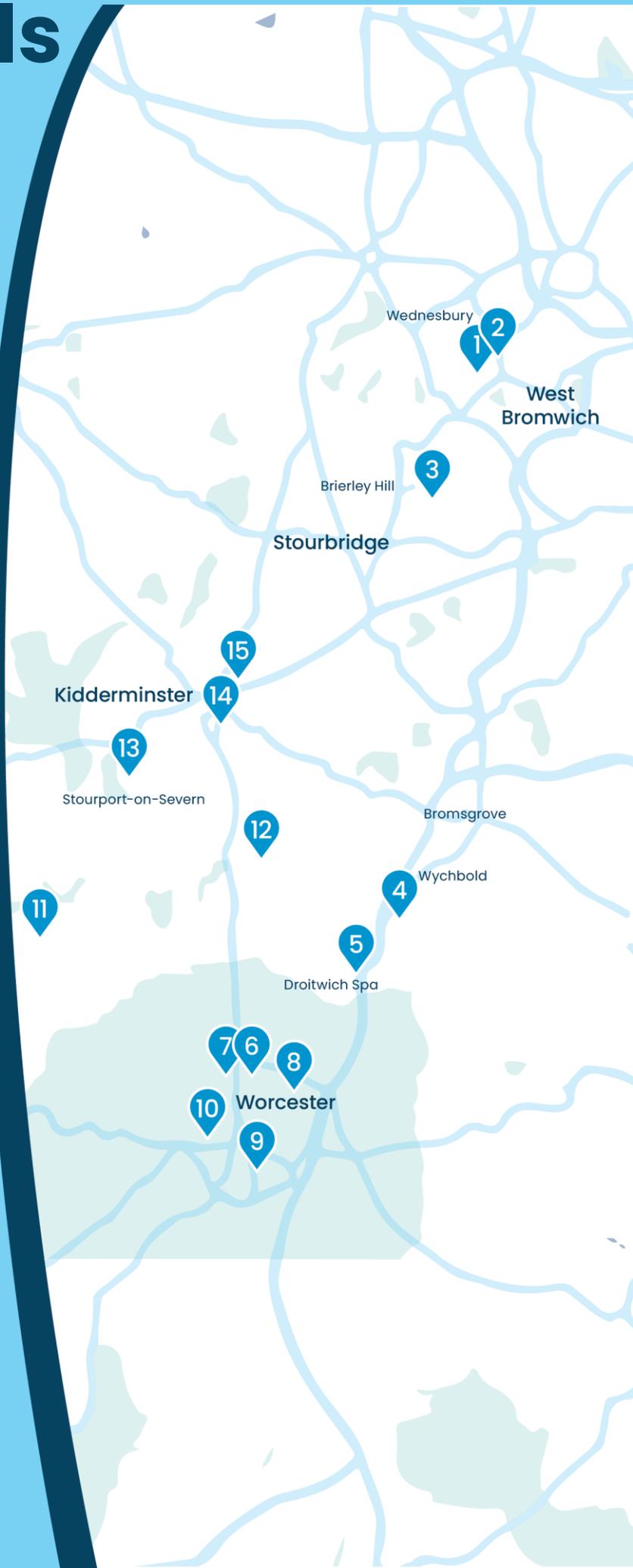
**Respect**



**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/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Local Governments 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 a guaranteed income in retirement, unaffected by investments 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
- 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 3 ( Early reading and Phonics)

**Salary:** Scale 4-5, points 7-17. FTE Salary- £26,403-£31,022. Actual Salary- £ 19,922- £23,407 per annum.

**Start Date:** May 2026 ( or sooner if possible)

**Contract Type:** Permanent, 32.5 hours a week, TTO plus training days.

**Reporting To:** Headteacher, SENCo

**Location:** Upper Church Lane, Tipton, West Midlands

**About:** The closing date for applications is **9am Friday 20<sup>th</sup> March 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](mailto:hr-spa@riverscofe.co.uk).

**Interviews for this post will take place on Tuesday 24<sup>th</sup> March.** Shortlisting will take place on Tuesday 24<sup>th</sup> March 2026. If you have not heard back from us by this date then 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:**

The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential, with additional responsibility for delivering high-quality phonics and early reading provision to KS1 pupils.

## **Main Activities:**

### **Supporting the pupil**

- Assisting pupils in the acquisition of basic literacy and numeracy skills.
- Deliver high-quality phonics and early reading sessions to KS1 pupils, following the school's chosen phonics programme, Read write Inc.
- Support children's early reading development through targeted group and 1:1 interventions.
- 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.

### **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.
- Track and record progress in phonics and early reading, feeding back to the class teacher and contributing to planning and assessment.
- 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.
- Participate in phonics and early reading training and implement new strategies in line with school policy.
- Be aware of and support all the school's 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 be 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 Specifications

Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Level 3 qualification</li><li>• Experience working in a school setting</li><li>• Experience of delivering phonics and early reading interventions in Early Years.</li></ul>	<ul style="list-style-type: none"><li>• Level 3 Early Years Qualification</li><li>• Evidence of further CPD</li><li>• First Aid Training</li><li>• Team Teach trained.</li><li>• Experience of delivering Read Write Inc.</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></ul>	<ul style="list-style-type: none"><li>• Good understanding of new national curriculum</li><li>• Safeguarding training undertaken</li><li>• Offsite visit trained</li><li>• EYFS Experience</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enthusiasm for learning and working with children</li><li>• Growth mindset and resilience</li><li>• Positive attitude towards learning and developing.</li><li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable</li><li>• Able to maintain confidentiality at all times.</li><li>• Able to be professional at all times.</li></ul>	

# How to Apply

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

Please email completed application forms to [hr-spa@riverscofe.co.uk](mailto:hr-spa@riverscofe.co.uk) by 9am Friday 20<sup>th</sup> March . Interviews for the position will take place on Tuesday 24<sup>th</sup> March.

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.



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

# Get in Touch

## **Summerhill Primary Academy**

T: 0121 557 3282

E: [office-spa@riverscofe.co.uk](mailto:office-spa@riverscofe.co.uk)

[Home | Summerhill Primary Academy](#)

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

School Lane, Cutnall Green, Droitwich, WR9 0PH

T: 01299 851178

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

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