



The Rivers
C.of E. Academy Trust

Summerhill Primary Academy



Application Pack
Apprentice Teaching Assistant



The Rivers
C.of E. Academy Trust

We are delighted to advertise the role of **Apprentice Teaching Assistant** at Summerhill Primary Academy

Salary: Minimum Apprentice Wage

Contract : Apprenticeship contract, 32.5 hours a week term time only plus training days

Start date: ASAP

Closing Date: 9am Wednesday 26th February 2025

Interview Date: Friday 7th March 2025

Summerhill Primary Academy has an exciting opportunity to recruit an Apprentice Teaching Assistant to join our highly motivated support staff team at Summerhill Primary Academy. Summerhill Primary Academy is part of the highly successful Rivers Academy Trust which offers excellent training and continued professional development for the staff team. Candidates will need to meet the requirements of the job description and person specification.

Summerhill Primary Academy has proudly been part of the highly successful Rivers CofE Academy Trust since November 2020. We are a dynamic trust of fifteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 750+ 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.

Our vision is to teach children to love, learn, live as a global citizen in an ever-changing world, encapsulated in our vision: 'love, learn, live.'

The closing date for application is 9am Wednesday 26th February 2025. 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 Friday 7th March 2025.

Shortlisting will take place on Thursday. If you have not heard back from us after 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.

Yours sincerely,

Mrs Lloyd-Davies & Mrs Rich
Co-Headteachers



Summerhill Primary Academy Job Description

Apprentice Teaching Assistant Job Description

Job title: Apprentice Teaching Assistant

Salary: Minimum Apprentice Wage. £6.40 an hour.

Contract: Apprenticeship contract, 32.5 hours a week term time only plus training days

Line of Responsibility: Responsible to Headteachers/SENCO

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

Our People Values:

- **Love, Learn, Live-** Our aim is that our staff will **love learning for life**. Our family of school's **love, learn and live** together.
- **Our STARS values-** Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen and work collaboratively with others; and engage in school and Trust life.

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 Headteachers.
- Be aware of and support all the school 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 Headteachers, 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 Headteachers.

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.

Summerhill Primary Academy Person Specification



Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Willingness to participate in other development and training opportunities • GCSE English and Maths at level 4 or above 	
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work independently using own initiative. • Ability to relate well to children and adults including other professionals/carers/parents • Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and out doors. • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Fluent English speaker • Effectively communicate with adults and children • Good written, verbal and non verbal communication 	<ul style="list-style-type: none"> • Experience of working in school environment • Experience of working as part of a team
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 	

About Our School



As a school, we are committed to creating a happy and vibrant community, where everyone feels valued, where students are stretched and supported academically and are given memorable experiences that excite them about learning for life. This is underpinned by our school values.

Our STARS values:

Sharing
Trust
Achievement
Respect
Safety

We are proud to be leaders of this 4-form entry primary school which caters for pupils from 3 to 11 years old. Within each class the children work in both ability and mixed-ability groups ensuring all children are supported and challenged at a level which is appropriate for their ability. We are dedicated to preparing our children to be active citizens, in an ever changing world by providing a curriculum based on the United Nations Sustainable Development Goals. Teaching and learning is also supported by the use of technology and 1:1 iPads.

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.

Mrs Lloyd-Davies and Mrs Rich

The Rivers Multi Academy Trust

When you join Summerhill Primary Academy you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 800 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance. There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

As part of the Rivers C of E Trust, the heart of all we do is our school ethos –Love, Learn, Live. At the core of this ethos is a belief in nurturing and ensuring positive wellbeing of all our children. Alongside this we have an experienced, dedicated and determined staff team who have consistently high expectations of all children in all aspects of school life.

Summerhill Primary Academy

Upper Church Lane,
Tipton DY4 9PF

Tel: 0121 557 3282

Email : office-spa@riverscofe.co.uk

Website: Summerhill Primary Academy

