VICTORIA
Primary School



JOB APPLICATION PACK

Care Assistant

Salary: Scale 1 (£25,614 pro rata, £21,993 actual per year)

Contract: Fixed term until 31st July 2027, full time, term time only

Closing Date: Monday 30th November 2026 at 9am

Start Date: Monday 4th January 2027

nova Education Trust

VICTORIA
Primary School



Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in joining Victoria Primary School's dedicated and supportive staff team.

Victoria Primary School is situated in The Meadows area of Nottingham, conveniently located on the city's tram network and just over one mile from both Nottingham Railway Station and the A52 trunk road, giving easy access from within and beyond Nottingham.

Our catchment area is the western edge of The Meadows estate. Our pupil population is both diverse and strongly cohesive. Our families could be from England, Poland, Sudan, Romania, Hong Kong, Kurdistan or India — but all are proud to be from Victoria Primary. Our pupils are regularly bi- or tri-lingual — but all speak the language of our school motto 'Work Hard, Be Kind'. First time visitors to our school are always surprised to walk into a calm and friendly environment where orderly, learning-focused classrooms are the norm and children's behaviour is good.

Our motto epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development. We have a set of 'Work Hard' values that we teach directly to ensure our pupils consciously become the best learners they can be. Our 'School Rules' are written as 'Be Kind' values; these give our pupils 'ways of being' rather than 'rules to follow'. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them.

Our school leaders believe that Victoria Primary School is a place of professional learning where the development of staff is the key to securing the best outcomes for our learners. Staff development is built upon the premise that applied continuous professional learning is the marker of career progression.

The staff team is made up of dedicated and highly skilled teams. Our Education Team consists of class teachers and professional teaching assistants who are focused on excellence in teaching and learning. A Pastoral Team consisting of SENCO, SEND care assistants, family support worker, counsellor, trauma and attachment assistant and an NHS mental health practitioner, support the Education Team in ensuring that children are ready to learn. A business manager, administrative and site staff ensure the smooth running of the school. In addition, a team of midday supervisors support teaching assistants in caring for the children at lunchtime, when cooked meals are served from our on-site kitchen under the separate management of an external catering company.

Victoria Primary School is a sponsored academy, operated by Nova Education Trust. A Director of School Improvement from the trust supports the school Senior Leadership Team, consisting the Head Teacher, Deputy Head, and five Middle Leaders, all of whom facilitate our comprehensive CPDL programme as well as providing support for teaching across school.

Visits to our school are encouraged and warmly welcomed by appointment. We very much hope that after finding out more about the school that you will feel encouraged to join our dedicated and supportive team.

We look forward to receiving your application and meeting you in the near future.

Anna Frogatt
Head Teacher

About Victoria Primary School

Victoria Primary School is a two-form entry mixed non-denominational foundation unit and primary school for children in The Meadows and neighbouring areas.

Mission

At Victoria Primary School, we embrace the vital role that our school plays in the future lives of our children. Our mission is that every child thrives academically and socially and is fully prepared for the next stage of their education and their future lives.

Vision

Victoria Primary School is an international learning community. We are a transformational school. We develop confident, caring and courageous people who engage actively, ethically and purposefully with the community and the wider world around us. We foster curious, resilient learners who support one another, enjoy life and achieve the best they can. Our values of respect, honesty, responsibility and thoughtfulness towards themselves, others and the wider world are lived with integrity.

Values

Our culture of excellence ensures the highest quality of teaching, learning and support in a healthy, vibrant and progressive ethos where children and adults successfully learn together. Our scholars achieve this through our 'Work Hard' and 'Be Kind' values.

Work Hard

- Collaborate
- Don't give up
- Question
- Know more, remember more
- Strategise
- Be a leader

Be Kind

- Be respectful
- Be thoughtful
- Be responsible
- Be honest
- Be safe
- Self regulate

Early Years Foundation Stage

Our curriculum is divided into three phases — Early Years Foundation Stage, Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3-6).

Age 3–4

Foundation Stage 1 children attend Nursery on a full- or part-time basis the September after their third birthday for their flexible free entitlement. For some, it is their first experience of life in an environment outside home and family, which can be an exciting venture. We strive to make this important phase in every child's life secure, safe and happy.

Age 4–5

Foundation Stage 2 children are encouraged to become independent learners through play. The day is divided into a number of sessions covering a variety of areas of learning. During these sessions there is a balance of adult-led and child-led activities.

Ensuring that every child succeeds

Victoria is an inclusive school, committed to the success of every pupil. In the Foundation Stage we screen every child for language and communication abilities and needs. Throughout school we keep careful track of each child, regularly re-assess their learning progress and review individual targets. If children have difficulty we intervene quickly and provide relevant support.

Special Educational Needs (SEN)

Victoria Primary School follows the government's 'Revised Code of Practice' to identify, assess and support pupils with Special Educational Needs. We provide tailored support through individual education plans. Support may be given in class, a small group or through withdrawal classes by a skilled team of teachers and learning support assistants.

English as an Additional Language (EAL)

Pupils for whom English is an additional language benefit from our emphasis on the core curriculum gaining extra support until they reach the expected achievement for their age in English. Through careful assessment and a combination of small learning groups, our pupils have full access to the learning opportunities provided by the school.

Most Able and Talented Pupils

We want all our pupils to maximise their potential and we are not content with gifted and talented pupils simply achieving the expected level for their year. We ensure that all our pupils are appropriately challenged and supported. Careful identification and assessment enable us to provide suitable challenge and differentiation to extend the learning of all our pupils.

















Job description

Post: Care Assistant

Department/Faculty: SEND

Responsible to: SENDCo

Purpose

Provide assistance to pupils by supporting their physical needs and implementing learning activities under the supervision of the class teacher.

We are looking for people who:

- Truly believe in our school motto: **"Work hard – Be kind"** – for pupils and staff alike
- Able to work as part of a team and assist others
- Be approachable
- Reliable and punctual
- Be committed to safeguarding and promoting the welfare of young people
- Able to use own initiative
- Able to work well with and be able to relate to children

Key responsibilities

- Undertake activities with the pupil/s to ensure their safety and facilitate their physical, emotional and educational development
- Work to establish a supportive relationship with pupil/s and parents concerned
- Encourage acceptance and inclusion of children with special needs
- Promote and reinforce a positive self-esteem in the pupil/s
- Assist with the implementation of Individual Education Plans/ EHC plan and Personal Care programmes
- Provide feedback to the pupils in relation to progress and achievement under guidance of the teacher
- Set appropriate expectations around behaviour, peer interactions and learning
- Provide effective support and make best use of learning time
- Monitor and intervene to ensure quality learning happens
- Use initiative to maintain the pupils' focus on learning
- Provide effective support so that the pupil/s can acquire and consolidate knowledge and make progress
- Evaluate their own support methodology critically to monitor effectiveness
- Under the guidance of the teacher select and use appropriate learning resources

Other professional requirements to:

- Have a working knowledge of professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices, liaising with your line manger to identify training needs and requirements
- Participate in training and other learning activities and performance development as required

This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Head Teacher to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the position.

Person specification

	Essential	Desirable
Qualifications		• First Aid
Experience	• Experience of working with and/or caring for children	
Skills and knowledge	• Ability to work effectively within a team environment, understanding roles and responsibilities • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills • Awareness and basic understanding of school curriculum • Basic awareness of inclusion especially within a school setting • Ability to use basic ICT	
Personal qualities	• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from pupils with whom they work • Able to improve their own practice through observations, evaluation and discussion with colleagues • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning • Willingness to participate in relevant training and development opportunities	

Application details

Application forms

These can be accessed from the school website **www.victoriaprimaryschool.org.uk**. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at **www.novaeducationtrust.net/careers**. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Monday 30th November 2026 at 9am**.

Interview

Interviews will take place on **Tuesday 8th December 2026**. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Victoria Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

nova Education Trust

Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

nova Education Trust



nova Education Trust

Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

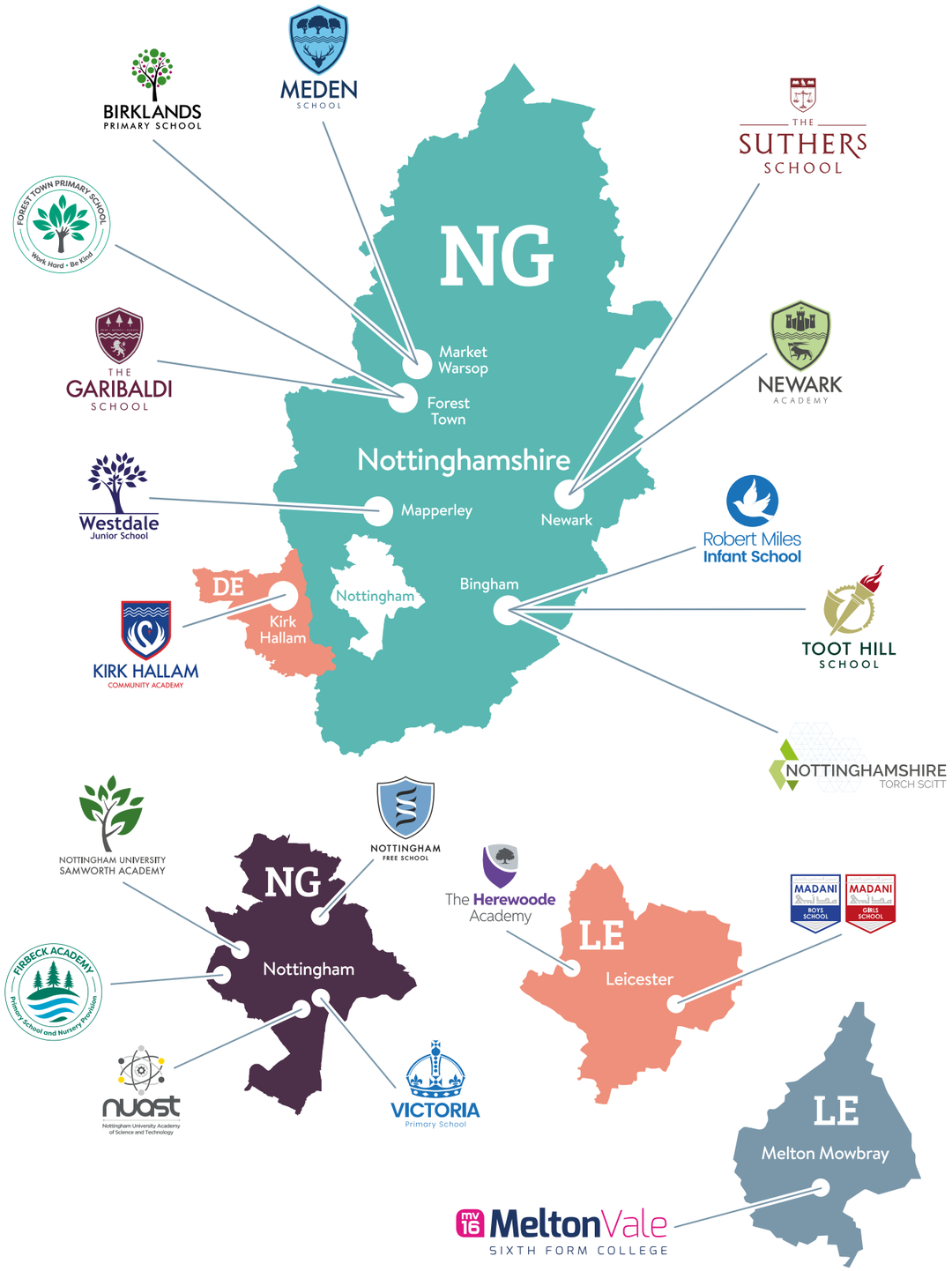
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



nova Education Trust

Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

VICTORIA
Primary School

Ofsted
Good
Provider

Ainsworth Drive
The Meadows
Nottingham
NG2 1FX

0115 807 7750
office@victoriaprimaryschool.org.uk
www.victoriaprimaryschool.org.uk

Head Teacher
Anna Froggatt
BA, QTS, NPQH

Chief Executive Officer
Ashfaq Rahman
BSc (Hons), PGDip, PGCE, NPQH, NLE

nova Education Trust

© Nova Education Trust
www.novaeducationtrust.net

www.victoriaprimaryschool.org.uk

Designed by design.uk