



North Worcester  
Primary Academy

Higher Level Teaching Assistant

# Application Pack

An extraordinary education for every pupil



# Welcome

North Worcester Primary Academy and pre-school is an impressive free school which is part of the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision.

We have high expectations of teaching and learning whilst also being mindful that our parents want more than just academic achievement. We offer an exciting and varied curriculum designed to challenge all abilities and give our pupils the right tools to prepare them for the next stage of their life.

We offer a large, vibrant learning space with extensive grounds including two forest schools and a large playground with an all-weather astro sports field, alongside state-of-the-art facilities, including whole class sets of i-Pads and a specialist design-technology classroom.

## Overview

North Worcester Primary Academy is situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath. We currently have over 360 pupils from age 3 years in our pre-school, up to Year 5. We are a new school and in our final year of our 'growth' phase, welcoming Year 6 in September 2025.

### **Ethos**

Since opening in 2019, we have developed an excellent learning environment. Our enthusiastic staff work hard to create a safe and inclusive school where children feel happy and are excited to learn.

### **Performance**

Our latest Ofsted judgment: Good in all areas (February 2024)

We are proud that our staff enjoy working at North Worcester Primary and this was acknowledged by Ofsted: "Staff are overwhelmingly positive about working at North Worcester Primary. They feel supported and valued."



# 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**



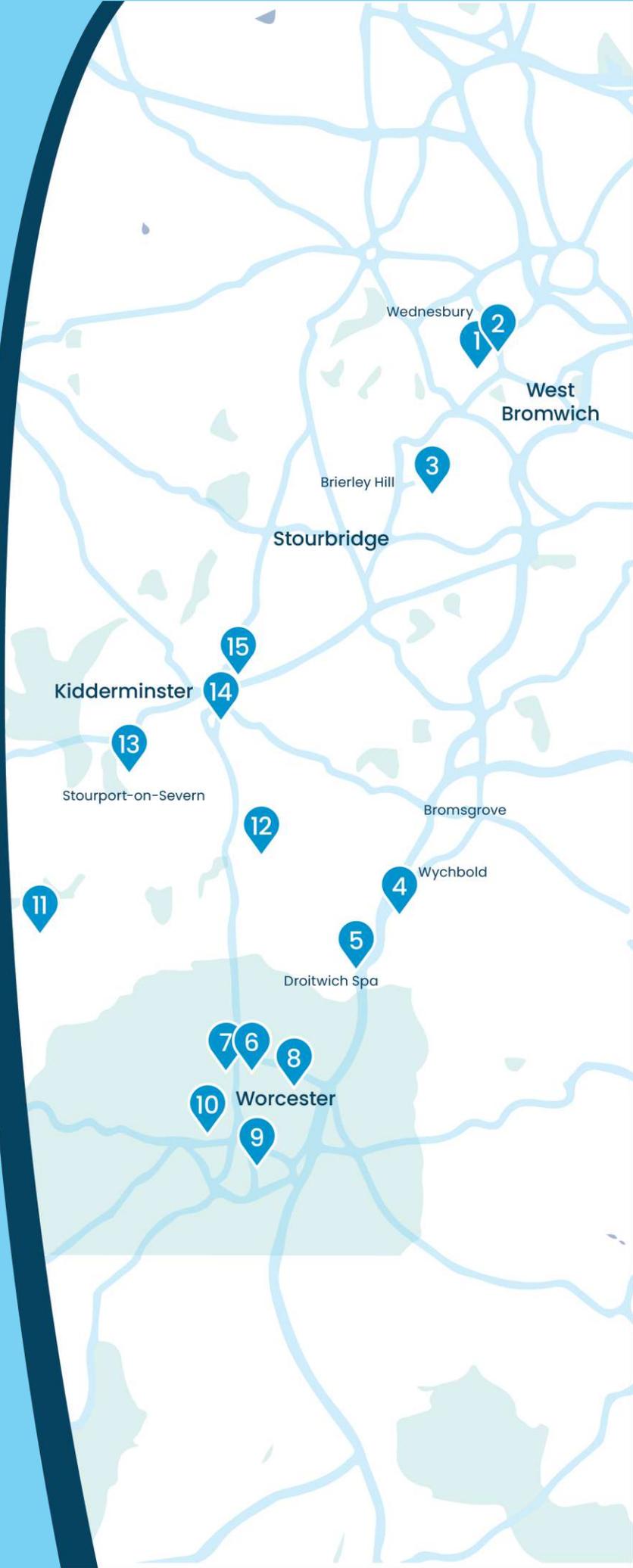
**Respect**



**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

- Job Title:** Higher Level Teaching Assistant (HLTA)
- Salary:** TA4 scale point 19-22; £22,236 - £23,899
- Contract Type:** Permanent, 30.83 hours a week, term time plus TED days
- Reporting To:** The Headteacher
- Start Date** September 2025
- About:** We have an exciting opportunity for an excellent, experienced HLTA to join the team at North Worcester Primary Academy.
- The successful candidate would be expected to teach classes across the primary range, so should have strong literacy and numeracy skills and experience of working with children in an education setting.

# About the role /cont

## ***We are looking for someone who can:***

- utilise advanced skills and curriculum knowledge to prepare high quality teaching sessions.
- complement our teachers' delivery of the national curriculum and contribute to the development of a subject area including policies and strategies.
- successfully plan, teach and assess whole classes.
- be flexible and adaptable when working with a range of colleagues and pupils.
- has a commitment to ensuring that every pupil achieves the best that they possibly can,
- has high expectations in all areas of school life.

## ***Skills we are looking for:***

- has the ability to work as part of a supportive and enthusiastic team
- has the enthusiasm and the ability to inspire children and colleagues,
- has a commitment to continued professional development,
- is highly motivated and organised,
- has high expectations of self and others; the desire and ability to make a difference
- is committed to promoting the vision and core values of the school.

## ***North Worcester Primary Academy can offer:***

- a thriving new school,
- vibrant and stimulating indoor and outdoor learning environments,
- happy and friendly children with excellent behaviour,
- supportive and committed parents,
- a dedicated and hardworking staff team and
- a well-structured and forward-thinking curriculum framework
- an opportunity to work within a successful school with an outward looking MAT
- a commitment to high quality CPD.

# Job Description

## **Key Purpose:**

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

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole class and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

To be responsible for the management and development of a specialist area within the school and management of other teaching assistants including allocation and monitoring of work and training.

## **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.
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# Job Description /cont

## **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/teacher.
- 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 asked.
- Foster positive links between home and school.
- After negotiation with the teacher/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/teacher.

## **Leadership and Management**

- Act as a Team Leader and Supervisor for Teaching Assistants.
- Responsibility for the supervising of day-to-day housekeeping of Teaching Assistants.
- Attend teaching staff briefings and disseminate relevant information to Teaching Assistants.
- Responsible for organising regular team meetings/briefings for Teaching Assistants.
- Lead in the planning, preparation and assessment of daily PPA sessions supporting other groups of Teaching Assistants.

*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

## **Qualifications and Experience:**

Essential: An HLTA qualification and experience in working in a school setting.

Desirable: Evidence of further CPD; first aid trained; Team Teach trained.

## **Skills and Knowledge:**

Essential: Ability to work independently; ability to use own initiative; good understanding of safeguarding and an excellent practitioner.

Desirable: Good understanding of the national curriculum; safeguarding training undertaken; offsite visit trained.

## **Personal Qualities:**

Essential: Ability to work as part of a team; has the enthusiasm and the ability to inspire children and colleagues; has a commitment to continued professional development; highly motivated and organized and has high expectations of self and others – and the desire to make a difference.

# How to Apply

Application forms are available to download here: [North Worcester Primary Academy - Vacancies](#)

Please email completed application forms to [northworcesterprimary@riverscofe.co.uk](mailto:northworcesterprimary@riverscofe.co.uk) by 11<sup>th</sup> May 2025.

Interviews will be on 19<sup>th</sup> or 20<sup>th</sup> May.

Please state your experience and strengths on the application form, including the subjects you have led or have expertise in.

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

## **North Worcester Primary Academy**

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W: [North Worcester Primary Academy - Home](#)

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

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