Northwick Manor Primary School Application Pack

TA3 Lead Inclusion Assistant

Permanent Vacancy. 30 hours per week.

January 2027

An extraordinary education for every pupil



The Rivers
C.of E. Academy Trust

Welcome

Thank you for your interest in our fantastic school. At Northwick, every child is known, valued and supported to flourish. Inspiring teachers and a rich range of learning and extracurricular opportunities help each child grow and succeed. We believe happy children learn best, so strong relationships between staff, children and parents are at the heart of all we do

This is truly a remarkable and welcoming community to be a part of, for both staff and pupils.

Overview

Northwick Manor is a primary school located in Worcester. It has 600 pupils from age 4 – 11 years and 82 staff numbers. Established over 80 years ago, the school joined The Rivers CofE Academy Trust in 2018.

Ethos

At Northwick Manor we place a high value on the educational experience of all our pupils and achieve this within the atmosphere of a friendly learning community. The school's principal philosophy is that 'pupils should be confident, happy, and successful'. Together we aim to be a school of excellence, always encouraging our children to aim high, and providing opportunities for them to develop their talents and potential in a nurturing environment.

Performance

At Northwick Manor, 92% of pupils met the expected standard in their Phonics Screening Test [2025] and 68.5% of pupils met the expected standard in Reading, Writing and Mathematics Combined at Key Stage 2.

Our latest Ofsted judgment: Outstanding

Review score

"We love the school, couldn't be happier with my child's progress".
Parent

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/

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/

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:	TA3 Lead Inclusion Assistant
Salary:	TA3 (SCP 7-17) FTE salary range £27,274 - £32,046. Actual pro-rata salary range £18,996 - £22,320.
Contract Type:	Permanent contract. 30 hours per week. Term Time plus TED days.
Reporting To:	Assistant Head (Inclusion Lead) / Class Teacher /Year Group Lead
Location:	Northwick Manor Primary School
About:	We are seeking a passionate and dedicated **Lead Inclusion Assistant** to join our school. This is an exciting part to join our team as we develop our bespoke provision for some of our more complex learners within our school with communication and interaction needs. You will plan and deliver lessons to a small group of children's bespoke educational needs according to their EHC requirements under the direction of the AHT (inclusion) and alongside other Inclusion Teaching Assistants.

Job Description

Core Purpose

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them, including those with special needs.

To plan and deliver an effective and personalised teaching programme for a small group of children supporting their specific communication and interaction needs.

Work collaboratively with the AHT (Inclusion) and other Inclusion teaching assistants and other professionals to deliver outstanding, inclusive, and well-rounded education experience for all.

To support SLT in the implementation of all aspects of school in order to maintain the aims and ethos of the school and the Trust as a whole.

To demonstrate Trust values and high standards of professional conduct at all times

Key Accountabilities

- To work with the AHT (Inclusion) to lead, plan and deliver a curriculum to match the needs of the pupils within the hub (in areas such as speech and language, behaviour, reading, spelling, numeracy and social and emotional needs with identified pupils and/or groups, undertaking baseline and end of unit assessments.
- To support pupils and work collaboratively to ensure each child is making good progress, that need is being met
- To work collaboratively with teaching staff, other TAs, and the AHT (Inclusion) to close the attainment gap between individual pupils and groups.
- To provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- To liaise with class teachers, the AHT (Inclusion) and other professionals about individual education plans (IEPs), contributing to the planning as appropriate.
- To provide additional nurture using a trauma informed approach to individuals when requested by the AHT (Inclusion).
- To aid pupils with special needs to access subjects of the national curriculum and encourage their independence as learners.

Job Description (cont)

Key Accountabilities

- To support small groups of pupils, e.g. as they arrive/leave the class, at break time and lunchtime as required.
- To provide regular feedback on children's progress to the class teacher, Year group leads and AHT (Inclusion).
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To meet the physical and/ or hygiene needs of pupils as required.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- To establish and maintain constructive relationships with pupils' parents .
- To provide administrative and clerical support to teaching staff and other TAs as required.
- To participate in Enrichment.

Job Description (cont)

Other

To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality

Perform any reasonable duties as requested by the Headteacher.

Continuing Professional Development

Participate in training and other learning activities to develop the competencies to effectively support children and to ensure knowledge and skills are kept up to date.

Attend team and staff meetings.

Conditions of Employment

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
Education / Qualifications	• NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). • Good numeracy/literacy skills. • 5 GCSE's with a minimum of Grade C or above in Maths and English (or equivalent qualifications)	• Evidence of further CPD • Current First Aid/Paediatric First Aid certificate • Qualifications/training in social/emotional programmes, e.g. Elsa or Thrive / trauma informed practice • Team Teach/positive handling trained • Training in the relevant learning strategies to support children with a range of needs e.g. Speech and Language, Autism etc.
Experience	• Experience of working within a Primary or specialist school – supporting children's learning • Experience of planning and delivering intervention groups • Experience of working with children with a variety of communication and interaction needs including Speech and language and Autism.	• Experience of deliver a total communication approach within a setting. • Experience of a phonic scheme such as RWI.
Skills and knowledge	• Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy and SEND. • An understanding of what constitutes high quality educational provision and the characteristics of effective learning • Competent in the use of IT to support learning • Have good level of knowledge and understanding of SEN and understanding of at least one area of learning e.g. English, Maths • An awareness and an understanding of issues of inclusion, especially within a school setting • Have excellent communication skills • Ability to demonstrate positive and highly effective behaviour management skills	Has a strong understanding of behaviour management strategies and the ability to deliver targeted support programmes Delivering Speech and Language activities and programmes of work. .
Personal qualities	• Ability to establish positive relationships with staff , pupils and parents • Flexible and keen to adapt to the needs of the school. • Be encouraging and supportive. • High standards and expectations of pupils and yourself • A positive outlook towards teaching and aiding children's development. • Commitment to a collaborative approach to professional development • Commitment to safeguarding and equality • Self-motivated and well organised • Commitment to maintaining confidentiality at all times. • compassionate and patient approach • Emotional resilience in working with challenging behaviours.	

How to Apply

Application forms are available to download **here**:

Please email completed application forms to Miranda Giddings, nwoffice@riverscofe.co.uk by **Wednesday 9th December 2026**. The title of your email should be Inclsion TA application.

Interviews will take place week commencing 14th December 2026.

This role is available with an immediate start date, subject to the completion of safeguarding checks.

We do not accept CVs.

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.

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Get in Touch

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Northwick Manor Primary School – Home

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