



**CRANHAM**  
**Primary School**

Inspiring children for a lifetime of learning

# Application Pack

Teaching Assistant  
Fixed-Term Contract

An extraordinary education for every pupil



# Welcome

Thank you for your interest in joining our team here at Cranham Primary School. I am delighted that you are considering applying for a position here and I hope this application pack gives you a clear sense of who we are, what we stand for, and what we can offer you in return.

If you are passionate about education, share our values, and are excited by the opportunity to contribute to our school community, we would be delighted to receive your application.

## Overview

Cranham Primary School is a two-form entry primary school located in Worcester.

We have around 380 pupils at present ranging from 3 to 11 years old and around 80 staff members. Established in 1968, Cranham joined The Rivers CofE Academy Trust in 2016.

### **Ethos**

Our dedicated staff work hard to inspire every child to reach their full potential in a safe, nurturing, and inclusive environment.

Pupil behaviour is excellent, and our children are happy, confident, and enthusiastic about learning. Nurture is an area which is embedded in our ethos.

We are proud of our strong community links, supportive families, and governance that values the voices of both parents and pupils.

Our emblem, the Crane, reflects our aspiration for every child to “walk tall and fly high.” At Cranham, we are committed to providing an extraordinary education for every pupil

### **Performance**

Our latest Ofsted judgment is Good.

Inspectors said ‘The school is united in its ambition to do the best for every pupil both academically and personally.’



# 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**



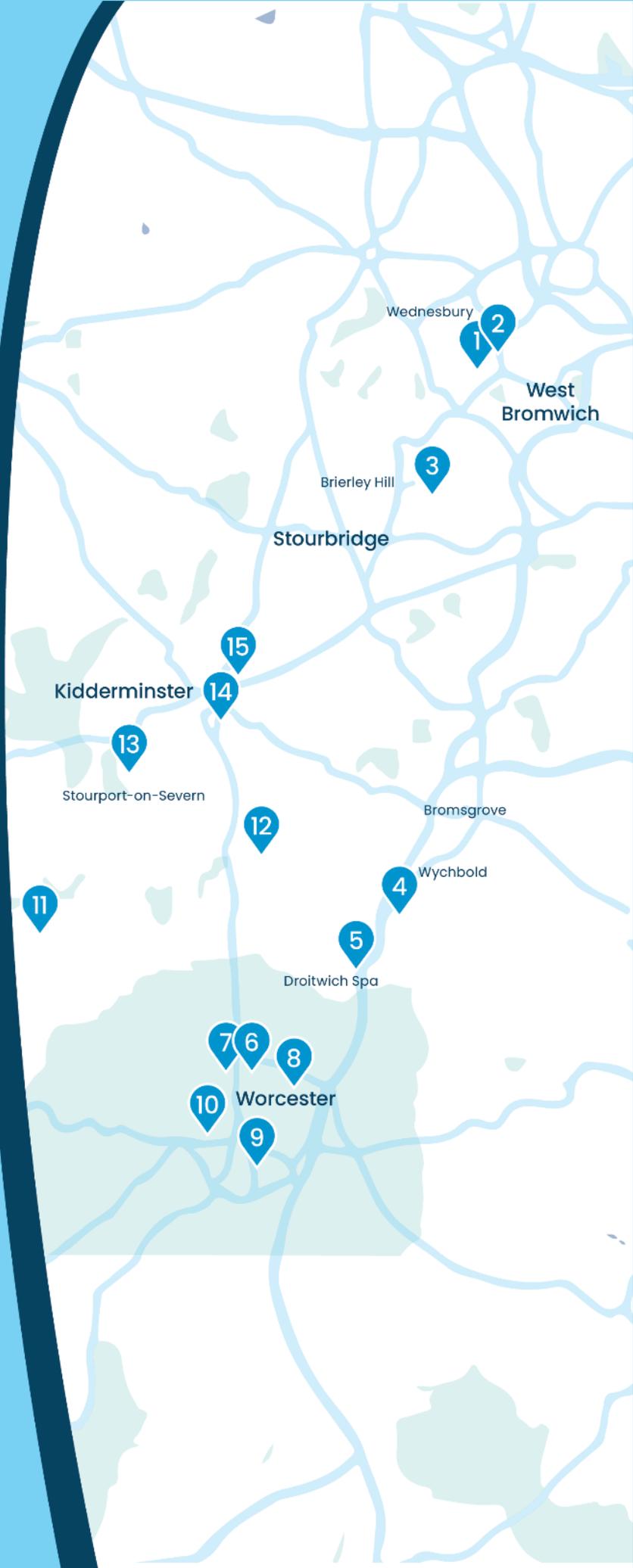
**Respect**



**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:** Teaching Assistant
- Salary:** TA2 SCP 5-6. FTE salary range for TA2 £25,583 – £25,989 reduced proportionately for part-time hours. Hourly rate £13.26 – £13.47. Actual pro rata salary based on SCP 5 is £16,638. Pay review pending.
- Contract Type:** Fixed-Term. Start date asap, end date 17<sup>th</sup> July 2026
- Reporting To:** Headteacher
- Location:** Cranham Primary School
- About:** Contract will be 28.75 hours per week, Monday-Friday, 8.35am to 3.05pm, with a 45 minute unpaid break. This is a term-time only contract.

Visits to the school are welcomed, please contact our office team on 01905 452437 to arrange a visit.

# Job Description

## Main Activities:

### Supporting the pupil

- Motivate and encourage pupils to behave well in and around school.
- 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 the named pupil or pupils as required including help with mealtimes.
- Assisting pupils in the acquisition of literacy and numeracy skills and to make progress across all subject areas.
- Working with the pupils on an individual or group basis as required by the class teacher.
- Assist in offsite visits
- Acquaint themselves with the support materials in and around the school for individual pupils or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Support pupils with any emotional and behavioural difficulties.
- Support pupils at lunchtime.

### Supporting the teacher.

- Ensure a safe environment is maintained within the classroom/ school for all pupils.
  - Have access to the planned teaching and learning activities for pupils.
  - Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.
- 

# Job Description / continued

## Supporting the school

- Attend training when appropriate and after consultation with the Headteacher/SENDCo.
- 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.

## Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:

o Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees

o To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all

o It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. 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

o To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times

o To report to line manager, or other appropriate person, in the event of awareness of bad practice

# Job Description / continued

Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

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
Qualifications and experience	<ul style="list-style-type: none"><li>• Experience in working in a school setting.</li><li>• Maths and English qualification equivalent to GCSE level 4 or above (A-C)</li></ul>	<ul style="list-style-type: none"><li>• TA qualification</li><li>• Specific experience or training in SEND interventions</li><li>• Evidence of further CPD</li><li>• First Aid trained</li><li>• Team Teach trained</li><li>• Knowledge of the Early Years Curriculum</li><li>• Knowledge of Read Write Inc</li></ul>
Skills and knowledge	<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>• Confidence in managing challenging behaviour and using consistent, compassionate responses</li><li>• Excellent practitioner, calm, patient and proactive attitude</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding training undertaken</li><li>• Offsite visit trained</li></ul>

# How to Apply

Application forms are available to download here: [Application form](#)

Please email completed application forms to Mrs Alison Davies (Headteacher) [adavies@riverscofe.co.uk](mailto:adavies@riverscofe.co.uk) by 9.00am on Monday 16<sup>th</sup> March. Shortlisted applicants will be notified by 17<sup>th</sup> March.

Interviews will take place on Friday 20<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.



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

# Get in Touch

## **Cranham Primary School**

Tetbury Drive, Worcester, WR4 9LS

T: 01905 452437

E: [office@cranham](mailto:office@cranham)

## **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/)