

**Level 2 Teaching Assistant  
Birchen Coppice Academy  
32.5 hours per week  
Term time only plus 5 Inset Days**

# **Recruitment Pack**

**From 13<sup>th</sup> April 2026**

**Pay scale: NJCo5 – NJCo6 (subject to experience)**

**£19,355 - £19,662 (actual salary)**

# Welcome From the CEO

## Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary-only trust, based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 with the sole aim '**to make our people the best they can be**'. We are passionate about making a difference to the lives of our pupils, families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to be the best they can be. We currently educate over 3200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our trust central team.

We may be ten schools, but our vision and values run through our Trust and we truly are a family, united in our ambition for our people 'To Be The Best They Can Be'.

## The opportunity:

We are looking to recruit a Teaching Assistant Level 2 at Birchen Coppice Academy

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](http://Job Vacancies (victoriaacademiestrust.org))

We are committed to flexible working and are happy to have discussions with prospective candidates.



**Sharron Philpot**  
**CEO**  
**Victoria Academies Trust**



# About Us

## Our Mission

*Our mission is our reason for being - it is simply: to make our people the best they can be.*

Our people are our colleagues, our pupils, our governors and our school communities - we work with and empower our people to be the best they can be.

## Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

**We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.**

**We have a positive influence on children's lives in areas where we can make the most difference.**

**We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.**

**We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.**

**We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.**

**Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.**

# Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



## Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



## Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



## Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



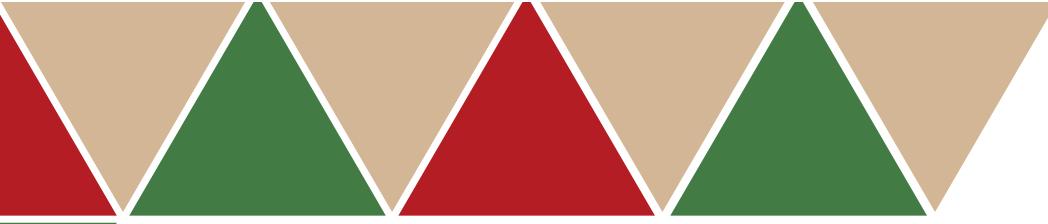
## Integrity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



## Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.



# What we can offer you

Joining Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

**This is what we can offer you:**



## Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



## Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- **Access to over 100 tailored CPD courses** through a mix of flexible webinars and online or face to face opportunities.
- **Opportunities to network** with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust -both as teaching and non-teaching colleagues.



## Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits.
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



## Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy.
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme.
- **Paid expenses** in line with HMRC guidance – and access to **free parking** on site at our schools.
- **Dedicated technology** – To enable you to fulfil your role effectively.
- **Dedicated shared working spaces** allowing colleagues to collaborate and work in a way that suits them.
- **Generous holiday allowance** – many of our roles are term time only contracts.



## Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events.

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

# Our Schools, Our Journey



**2012**

Victoria Park Primary becomes Victoria Park Academy



**2014**

Victoria Academies Trust founded



**2014**

Rowley Park Academy, Staffordshire join as first sponsor school



**2014**

Devonshire Infant and Junior Academies, Sandwell join as converter schools



**2017**

Birchen Coppice Academy, Worcestershire join as a sponsor academy



**2016**

Fibbersley Park Academy, Walsall join as a sponsor academy



**2015**

Northfield Manor Academy, Birmingham join as a converter academy



**2018**

Foley Park Academy, Worcestershire join as a converter academy



**2019**

Poppyfield Academy, Staffordshire opens as our first Free School



**2022**

Elm Tree Academy, Sandwell opens as our first SEND Free School



# Role Overview

## Teaching Assistant – Level 2

Birchen Coppice Academy is a one form school in Kidderminster which became part of the Victoria Academies Trust in 2017. We are a close-knit family of schools who share a passion for powerful, immersive and creative learning. Birchen Coppice Academy is a well-resourced school in an attractive environment.

We are looking to appoint an enthusiastic and motivated teaching assistant to join our dedicated, friendly team off staff

The Teaching Assistant will support classroom teachers by helping to supervise and support learning activities.

The teaching assistant will work with children on an individual, small group or whole class basis. This includes promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

- Energetic, positive and have the ability to work effectively as part of our team
- Willing to go the extra mile to make great things happen for our children

As a school, we can offer the successful candidate:

- A commitment to continuing professional development
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially
- Friendly and happy children who are keen and eager to learn

Birchen Coppice Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information please contact Miss Hall (Business Support Officer/PA to Executive Headteacher) on 01562 823582 or via email [office@birchencoppiceacademy.org.uk](mailto:office@birchencoppiceacademy.org.uk). Please return completed applications marked for the attention of the Headteacher Mrs Pennington, Birchen Coppice Academy, Woodbury Road, Kidderminster DY11 7JJ or to the email address.

Closing Date : 12 noon Friday 6<sup>th</sup> March 2026

Interviews: w/c 9<sup>th</sup> March 2026





# Job Description

## Responsibilities of the role

### Teaching Assistant Level 2- Birchen Coppice Academy

#### Position profile

School: Birchen Coppice Primary Academy

Post title: Teaching Assistant level 2

Responsible to: Head Teacher/Line manager

Remuneration: NJCo5 – NJCo6

Commencement date: 13<sup>th</sup> April 2026

#### General professional duties and responsibilities:

The postholder must at all times carry out her/his responsibilities with due regard to the Trust's policies including the Equal Opportunities Policy.

#### Particular responsibilities (that do not include or imply any voluntary activities)

The Teaching Assistant will support classroom teachers by helping to supervise and support learning activities. They will may be required to work with children on an individual or small group basis. This includes promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and those who are consider vulnerable or entitled to pupil premium funding.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment as directed by the class teacher.
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

# Job Description

## Responsibilities of the role continued

### Teaching Assistant Level 2- Birchen Coppice Academy

#### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role as directed by the class teacher.
- Read and understand lesson plans shared prior to lessons, if available
- Be prepared to plan small interventions in liaison with the SENCO / class teacher.

#### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

# Job Description

## Responsibilities of the role continued

### Teaching Assistant Level 2- Birchen Coppice Academy

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

#### **Note**

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.

# Person Specification

## Level 2 Teaching Assistant - Birchen Coppice Academy

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Minimum of a Level 2 Diploma (or equivalent) with proficient practical skills.</li><li>• Minimum of GCSE Grade C or higher (or equivalent) in English and Mathematics</li></ul>	<ul style="list-style-type: none"><li>• Further CPD in relation to send</li><li>• Further CPD in relation to reading / early phonics.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience of working or volunteering with children</li><li>• Experience of leading and planning small group lessons/ activities.</li></ul>	<ul style="list-style-type: none"><li>• Desirable to have worked with children with SEND.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Good spoken and written English</li><li>• Numeracy and literacy skills</li><li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li><li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li><li>• Ability to work under the direction of the SENCO/ class teacher but also to work independently and use initiative appropriately.</li><li>• Specialist training or experience of speech and language support programmes, using Makaton or other similar skills (desirable), MAPA training.</li><li>• IT skills.</li><li>• Effective communication with parents</li></ul>	

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> <li>• Knowledge of the Early Years Foundation Stage, Key Stage 1 or 2</li> <li>• Knowledge of how to support pupils with SEND and to be able to signpost to external professionals.</li> <li>• Knowledge of safeguarding procedures in school and what to do in the event of a concern.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND, e.g. ADHD, Autistic Spectrum, Speech and Language needs or similar</li> </ul>
<p><b>*Note:</b> Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.</p>		

## **Safeguarding**

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

## **Equalities:**

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

## **Flexible Working:**

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf \(victoriaacademiestrust.org\)](http://victoriaacademiestrust.org)



**Victoria Academies Trust**

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