Northwick Manor Primary School Application Pack

Teaching Assistant

Permanent Vacancy. 30 hours per week

Start date January 2027

An extraordinary education for every pupil



The Rivers
C.of E. Academy Trust

Welcome

Thanks for your interest in our fantastic school.

Children at Northwick Manor Primary experience a truly personal journey where they feel valued and able to flourish, supported by inspiring teachers and an array of superb educational, and co-curricular opportunities. Happy children succeed, and we place the relationships between staff, children and parents at the forefront 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 Primary School 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 this school 92% of pupils met the expected standard in their Phonics Screening Test 2024 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:	Teaching Assistant (TA2)
Salary:	TA2. SCP 5-6. FTE salary range £26,427 - £26,847. Actual pro-rata salary £18,406 -£18,699.
Contract Type:	Permanent contract. 30 hours per week, term-time plus TED days
Reporting To:	Headteacher
Location:	Northwick Manor Primary School
About:	We have a permanent role for a classroom based Teaching Assistant

Job Description

Key Purpose:

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

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.
- 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.

Job Description cont...

- 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.
- 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 line manager, 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 senior leadership team.

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	Desirable
• English and Maths qualifications at GCSE levels A-C or equivalent. • Experience working in a school setting.	• Appropriate qualifications. • Evidence of further CPD; first aid trained, Team Teach trained, knowledge of Read Write Inc etc.

Skills and Knowledge:

Essential	Desirable
• Ability to work independently • Ability to use own initiative • Good understanding of safeguarding and an excellent practitioner	• 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**:

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

The Rivers
C.of E. Academy Trust

Get in Touch

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Northwick Manor Primary School – Home

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