Victoria Academies Trust

Level 2 Teaching assistant
Northfield Manor Primary Academy

Recruitment Pack

Fixed term, term time only 4th January 2027-31st August 2027
Level 2 (NJC 03-08) £25614-£27709 starting salary £20083.31

Web: victoriaacademiestrust.org **Email:** enquiry@victrust.org @VicAcademies

#BeTheBestYouCanBe

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 eleven schools open; ten mainstream and one special school.

Victoria Academies Trust was set up in 2014 up 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 the be best they can be. We currently educate over 3400 pupils across the primary age range, and employ over 600 colleagues across our schools and in our Trust Central Team.

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

The opportunity:

We are looking to recruit a full time class teacher, initially 12-month contract at Whitehall Nursery & Infant Academy in Walsall from 4th January 2027

Full downloadable recruitment forms can be found on our website at 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.

Curiosity

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 the 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.*

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.*

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 – teaching and non-teaching*

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, access to Doctor, Nurse and Physio support, online wellbeing, nutrition and exercise sessions, bespoke health support groups and Blue Light Card membership paid for centrally.*

- *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 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 inspiriting 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

2015
Northfield Manor Academy, Birmingham join as a converter academy

2016
Fibbersley Park Academy, Walsall join as a sponsor academy

2017
Birchen Coppice Academy, Worcestershire join as a sponsor 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

2025
Whitehall Nursery & Infant Academy join as converter school 2025

Role Overview

Teaching assistant Level 2/3 at Northfield Manor Primary Academy

Northfield Manor Primary Academy is a thriving multicultural primary academy in Birmingham. We are proud to be part of the pioneering Victoria Academies Trust family of schools. At Northfield Manor Primary Academy, we are very proud to be an inclusive school and we are seeking an enthusiastic, hardworking and committed Teaching Assistant to join our team.

You will need to be qualified to NVQ Level 2 (or equivalent), KS2 and SEND experience is also a desirable quality and the candidate must have good interpersonal skills, ICT skills and enjoy working with children. You will be required to support lunchtime duties.

We are looking to appoint enthusiastic and highly motivated teaching assistants who are:

- *Creative thinker, passionate, committed and have the determination to secure the best possible outcomes for every child*
- *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*

Northfield Manor 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 Mrs Taylor (Business Support Officer) on 0121 594 0898 or via email enquiry@northfieldmanoracademy.org.uk Please return completed applications marked for the attention of Headteacher Mr Eeles , Northfield Manor Primary Academy Swarthmore Road, Birmingham B29 4JT or to the email address.

Closing Date: Monday 23rd November 2026 4pm

Interviews: Friday 27th November 2026

There is an expectation that candidates will be observed working with a small group of children.

Maths

EUROPE
FRANCE
SPAIN
ITALY
MALTA
GREECE
ROMANIA
BULGARIA

Job Description

Responsibilities of the role

Level 2 teaching assistant – Northfield Manor Primary Academy

Position profile

School: *Northfield Manor Primary Academy*

Post title: *Teaching assistant level 2*

Responsible to: *Head Teacher*

Remuneration: *NJC 03-08 £25614-£27709*

Commencement date: *4th January 2027*

Job Description For teaching assistant

This job description will be reviewed annually and may be amended at any time following discussion between the Head teacher and member of staff.

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide general support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

Assist teachers in the following:

Support to Teacher

Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.

Support the teacher in the development and implementation of individual education/behaviour plans

Assist in maintaining classroom discipline through the implementation of school's behaviour management strategies.

Support children with special education al needs in a group or on a 1:1 basis as required.

Provide support to pupils to achieve learning goals e.g. guided reading.

Assist the teacher with the planning of learning activities.

Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress and directed.

Provide detailed and regular feedback to teachers on pupils' achievement, progress problems etc.

Undertake appropriate basic admin tasks.

Support to pupils

Accompany teaching staff and pupils on visits, trips and out of school activities as required

Encourage pupils to interact with others and engage in activities led by the teacher.

Assist children in matters of personal needs and their general health including first aid and welfare matters

Arrange medical/dental visits as appropriate.

Provide general support to pupils ensuring their safety, by complying with good H&S practice.

Job Description

Responsibilities of the role

Level 2 teaching assistant – Northfield Manor Primary Academy

Support to curriculum

Assist the teacher in the preparation and development of agreed curriculum activities/materials

To provide support in literacy/numeracy/SEN strategies

Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Support to school *(this list is not exhaustive and should reflect the ethos of the school)*

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Ensure all pupils have equal access to opportunities to learn and develop.

Liaise effectively with teachers/parents/guardians, welfare officers, health officers and other professional staff as part of the routine consultative process.

Contribute to the overall ethos/work/aims of the school.

Attend relative meetings as required.

Participate in training and other learning activities and performance development as required.

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head teacher

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

Teaching assistant = Northfield Manor Primary

	Qualities
Qualifications and training	• *Good numeracy/literacy skills* • *Completion of DCSF Teacher Assistant Induction programme* • *NVQ2 for teaching assistants (or demonstrate equivalent knowledge skills and experience)* • *First aid training as appropriate (e.g. emergency first aid course)*
Experience	• *Supporting children's learning in a school or other relevant work experience*
Skills and knowledge	• *Understanding of relevant policies/codes of practice* • *Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years* • *Use of other equipment technology – video, photocopier* • *Well-developed interpersonal skills to be able to relate well to a wide range of people* • *Work constructively as part of a team whilst being able to demonstrate initiative* • *Good communication skills* • *Effective use of ICT to support learning* • *Willing to work towards NVQ level 2/3 or recognised equivalent.*

Person Specification

Teaching assistant = Northfield Manor Primary

	Qualities
Personal and professional qualities	• *Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect* • *Open , honest and an active listener* • *Takes responsibility and accountability* • *Committed to the needs of the pupils , parents and other stakeholders and challenge barriers and blocks to providing an effective service.* • *Demonstrating a ''Can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations* • *Is committed to the provision and improvement of quality service provision* • *Is adaptable to change/embraces and welcomes change* • *Acts with pace and urgency being energetic, enthusiastic and decisive* • *Communicates effectively* • *Has the ability to learn from experiences and challenges* • *Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.*

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)**

Victoria
Academies Trust

Victoria Academies Trust
Ballot Street,
Smethwick,
West Midlands
B66 3HH

Web: victoriaacademiestrust.org **Email:** enquiry@victrust.org 𝕏 @VicAcademies