



Victoria
ACADEMIES TRUST

SEND 1:1 Teaching Assistant Poppyfield Academy, Cannock

Recruitment Pack

Full Time and Fixed Term from December 2024

Pay scale: Salary: SCP 5 (£19312) Pro Rata Fixed Term - to be reviewed July 2025

25 hours per week Mon - Fri – 8:45am – 2:15pm (30min lunch) to support pupil in Year 3

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

X @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 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 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 permanent, full time lunchtime supervisor at Poppyfield Academy. Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org/job-vacancies)

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 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 -both as teaching and non-teaching colleagues.



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 to 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 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

SEND 1:1 Teaching Assistant – Poppyfield Academy

Pay scale: Salary: SCP 5 (£19312) Pro Rata Fixed Term - to be reviewed July 2025

25 hours per week Mon - Fri – 8:45am – 2:15pm (30min lunch)

Poppyfield Academy is a one form school in Cannock which became part of the Victoria Academies Trust in 2019. We are a close-knit family of schools who share a passion for powerful, immersive and creative learning.

We are looking a 1:1 SEND teaching assistant with experience of working with Special Educational Needs. Experience within a similar role would be an advantage. The position is to support a pupil in our Year 3 class.

If you enjoy working in a busy environment, are well organised and efficient, we want to hear from you.

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

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. This post is subject to an enhanced DBS Check.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

For further details and application pack, please collect from the school office, email : headteacher@poppyfieldacademy.org.uk or alternatively by telephoning 01543 758030.

Please return completed applications marked for the attention of Headteacher Rebecca Scordis, Poppyfield Academy, Bishop Street, Cannock WS12 4RY

Closing Date: 15TH November 12 noon

Interviews: 22nd November 2024





Job Description

Responsibilities of the role

SEND 1:1 Teaching Assistant – Poppyfield Academy

Job title: SEND 1:1 Teaching Assistant

Responsible to: SENDCO

Line Manager: SENDCO

Salary: Hours: 25 hours per week

Mon - Fri – 8:45am – 2:15pm (30min lunch)

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

Role Overview:

To be part of the Inclusion Team, providing support to children with special physical, emotional, communication and education needs, either on a 1:1 basis or in small groups, by utilising a good standard of practical knowledge and skills.

Main Activities:

- Support children with additional needs on a 1:1 basis, or within the classroom environment and during unstructured times, as directed. This includes personal care for children who require it.
- Work collaboratively with teaching staff/SENco in order to aid access to the curriculum, and to support the EHCP, & programmes designed for individuals or groups of children.
- Assist the teacher/SENco with the planning of learning activities, preparing or modifying work for individuals or small groups of children as directed.
- Use strategies in liaison with the teacher/SENco, to support pupils to achieve learning goals
- Support teaching activities and provide support for specific curriculum areas
- Assist with supervision of pupils outside of lesson time i.e. lunchtime / unstructured times to develop social learning opportunities
- Promote pupil independence and self-esteem both in learning and social skills, reinforcing via praise and encouragement and setting challenging, demanding expectations
- Ensure pupils are able to safely use equipment / materials provided
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Attend staff and whole school meetings as necessary
- Participate in personal and professional development activities and attend training relevant to the posts to meet changing demands of the post
- All duties and responsibilities must be carried out due regard to the school Health and Safety policy and procedures.

Support to Teacher

- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as 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.
- Provide general support to pupils ensuring their safety, by complying with good H&S practice.

Support to 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 visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Note

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

SEND 1:1 Teaching Assistant – Poppyfield Academy

	Qualities
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. • NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Experience of working with children with Special Educational Needs • 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.
Personal Qualities	<ul style="list-style-type: none"> • 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. • Demonstrates 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, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

*Note: 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.



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

Ballot Street,
Smethwick,
West Midlands
B66 3HH

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

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