



Victoria  
ACADEMIES TRUST

EYFS Teaching Assistant Level 2,  
Birchen Coppice Academy Kidderminster  
32.5 hours per week  
Term time only plus 5 Inset days

# Recruitment Pack

Full Time and Permanent from 1<sup>st</sup> September 2025  
Pay scale: NJCo5 – NJCo6 (subject to experience)  
£24,790 - £25,183 pro-rata

#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 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 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 an EYFS Teaching Assistant Level 2 at Birchen Coppice Academy from 1<sup>st</sup> September 2025 in our new 2 Year Olds 'Little Acorns Nursery'

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://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 and exercise sessions, discounts on gym membership, 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



**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



**2025**

Whitehall  
Nursery & Infant  
Academy join as  
converter school  
2025







# Role Overview

## **EYFS Teaching Assistant Level 2**

Birchen Coppice Academy is a one-form school in Kidderminster. We are a well-resourced school, enjoying a modern, spacious building and impressive, attractive grounds. We are part of Victoria Academies Trust, a close-knit family of schools who share a passion for making all members of our schools the best that they can be.

We are looking to appoint an EYFS Teaching assistant Level 2 for our new 2 year old nursery which is opening 1<sup>st</sup> September 2025.

- Provide high-quality teaching and care, tailored to the individual needs of children within the EYFS
- 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 Headteacher) on 01562 823582 or via email [nhall@birchencoppiceacademy.org.uk](mailto:nhall@birchencoppiceacademy.org.uk)

Please return completed applications marked for the attention of Headteacher Mrs Pennington, Birchen Coppice Academy, Woodbury Road, Kidderminster DY11 7JJ or to the email address.

Closing Date:

Tuesday 8<sup>th</sup> July at 12 Noon

Interviews: Friday 11<sup>th</sup> July







# Job Description

## Responsibilities of the role

### School – Birchen Coppice Academy

#### Position profile

School: Birchen Coppice Academy  
Post title: EYFS Teaching Assistant Level 2  
Responsible to: Assistant Headteacher  
Remuneration: NJCo5 – NJCo6 (Subject to experience)  
Commencement date: September 2025

#### 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.

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 the Early Years teacher and Room Leader. The EYFS Level 2 Teaching Assistant will assist in the following:

#### **Classroom management**

Create a warm, safe, and stimulating environment that meets the needs of individual children.

Organise resources and keep the environment safe and clean.

Support the organisation and implementation of policies and practices.

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

Promote positive behaviour and ensure the welfare and well-being of all children.

Assist with daily routines including mealtimes, nappy changing, and hygiene practices

Maintain accurate records in accordance with EYFS and nursery policies (e.g., accident forms, medication records, developmental milestones).

Work in partnership with parents/carers, providing updates on their child's progress and daily routines.

# Job Description

## Responsibilities of the role continued

### School – Birchen Coppice Academy

#### **Teaching and Learning**

Provide high-quality teaching and care, tailored to the individual needs of children within the EYFS.

Encourage communication and language development through interactive play and structured activities.

Support children with special educational needs in a group or on a 1:1 basis as required

Support with intimate care needs in line with health care plans if appropriate

Monitor children's progress using a key person approach and ensure developmental records are up to date.

Support the implementation of the EYFS curriculum.

Assist the teacher with the planning of learning activities.

#### **Safeguarding and Welfare**

Support the safeguarding of pupils in line with school policies and Keeping Children Safe in Education (KCSIE)

Follow policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Maintain a clean, safe, and stimulating environment indoors and outdoors.

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

Develop strong partnerships with parents, carers, and outside agencies.

Participate in regular staff meetings, training and performance reviews.

Work collaboratively with other colleagues and senior staff to ensure smooth running of the EYFS Unit

#### **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 Assistant Headteacher and the postholder.



# Person Specification

## EYFS Teaching Assistant Level 2

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Recognised Level 2 EYFS qualification (MUST be recognised as full and relevant by the Department for Education)</li><li>• Good numeracy/literacy skills</li><li>• First aid as appropriate (e.g. emergency first aid course)</li></ul>	<ul style="list-style-type: none"><li>• Paediatric First Aid certification (or willingness to obtain)</li></ul>
<b>Knowledge, understanding and experience</b>	<ul style="list-style-type: none"><li>• Experience of working within a Nursery or Early Years setting – supporting children’s learning</li><li>• Experience support children with a range of needs – including SEND and abilities</li><li>• Good understanding of the Early Years Foundation Stage (EYFS) framework</li><li>• Use of other equipment technology – video, photocopier</li><li>• Well developed interpersonal skills to be able to relate well to a wide range of people</li><li>• Work constructively as part of a team whilst being able to demonstrate initiative</li><li>• Good communication skills</li><li>• Effective use of ICT to support learning</li><li>• Willing to work towards NVQ Level 3 or recognised equivalent</li></ul>	<ul style="list-style-type: none"><li>• Read Write Inc trained</li><li>• Knowledge or emotional coaching/trauma informed practice</li><li>• Experience of using Wellcomm/Early Years baseline assessments</li></ul>

# Person Specification

## EYFS Teaching Assistant Level 2

	Essential	Desirable
<b>Personal and professional qualities</b>	<ul style="list-style-type: none"><li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li><li>• Open, honest and an active listener.</li><li>• Takes responsibility and accountability.</li><li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li><li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li><li>• Is committed to the provision and improvement of quality service provision.</li><li>• Is adaptable to change/embraces and welcomes change.</li><li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li><li>• Communicates effectively.</li><li>• Has the ability to learn from experiences and challenges.</li><li>• 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</li></ul>	

\*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](http://victoriaacademiestrust.org)

**Email:** [enquiry@victrust.org](mailto:enquiry@victrust.org)

**X** [@VicAcademies](https://twitter.com/VicAcademies)