



Victoria  
ACADEMIES TRUST

*Personal Care Assistant, Elm Tree  
Primry Academy, Wednesbury*

# **Recruitment Pack**

*Full Time and Permanent from November 2025*

*Pay scale: Band B SCP 3-4*

#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 a permanent, full time Personal Care Assistant from November 2025. Please follow this link to apply:*

*<https://mynewterm.com/jobs/149156/EDV-2025-ETPA-42648>*

*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

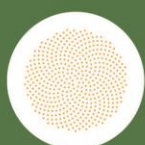
- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

**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

*Personal Care Assistant –Elm Tree Primary Academy*

*Elm Tree Primary Academy is a new special school in Sandwell for autistic pupils from Reception to Year 6 who have additional learning needs.*

*Phase 1 opened in September 2022 with a Reception class and Y1 class and Phase 2 will open as a brand new build in September 2023 in Friar Park Road Wednesbury.*

*This is a very exciting opportunity for Victoria Academies Trust who are looking to appoint an enthusiastic and highly motivated Personal Care Assistant. The position will allow the successful candidate to be part of a small team and grow with the school as it reaches its full capacity by September 2025*

## **We are looking for candidates who:**

*Are creative thinkers, passionate, committed and have the determination to secure the best possible outcomes for every child*

*Have experience of working with autistic pupils*

*Are energetic, positive and have the ability to work effectively as part of our team*

*Are willing to go the extra mile to make great things happen for our children*

*Are willing to go the extra mile to make great things happen for our children*

## **We can offer the successful candidates:**

*A commitment to continuing professional development*

*A supportive and hardworking staff team*

*Happy to discuss flexible working subject to the operational requirements of the role*

*Access to our VAT employee benefits platform*

*If you would like more information and would like to apply, please follow this link:*

<https://mynewterm.com/jobs/149156/EDV-2025-ETPA-42648>

*Elm Tree Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure.*

*All shortlisted candidates will be subject to an online search as part of our recruitment process.*

## **Rehabilitation of Offenders Act**

*This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

*Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)*







# Job Description

## Responsibilities of the role

### School – Elm Tree Primary Academy

School:	Elm Tree Primary Academy
Post title:	Personal Care Assistant
Responsible to:	Head Teacher or Line Manager
Remuneration:	Band B SCP 3-4 £24,796 -£25,185 FTE (Actual Salary £18,537 -£18,828) + SEN Allowance £1539 per annum.
Hours:	31hrs per week, term time only + 5 teacher training days
Closing date:	22/10/2025
Start Date:	November 2025

#### Job Summary

□To provide personal care support to pupils in school alongside class teams

□To provide classroom support to pupils under the direction of the teacher.

□To work under the direction of teachers/senior staff to implement agreed work programmes with individuals/groups in or out of the classroom.

This will include programmes of work requiring detailed and specialist SEND knowledge and will involve assisting the teacher in the management/preparation of resources.

#### Support to Pupils

To assist pupils with dress/changing for activities/personal hygiene with a focus on toileting and self care skills

To assist pupils in the use of resources including IT.

To maintain pupils' interests and motivation.

To support individual and group work assigned by the teacher in raising core skills.

The care and welfare of pupils to include toileting and self-care skills as required.

Assist with the implementation of individual pupil learning plans, pastoral support plans and safety support plans as required.

*Set high expectations in accordance with the pupil's level of need to promote independence and employ strategies to recognise and reward achievement, self-reliance and promote self-esteem.*

*Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.*

*Support pupils consistently, while recognising and responding to their individual needs ensuring their safety, access to learning and independence.*

*Encourage pupils to interact and work cooperatively with others and engage pupils in activities.*

*Demonstrate a commitment to promoting the wellbeing of pupils.*

*Assist with the implementation of individual communication strategies/plans.*

### **Support to Teachers**

*To feedback on personal care progress, next steps and any additional support needed.*

*Work with the teacher to establish an appropriate learning environment.*

*To communicate with colleagues and assist in the assessment of pupil attainment/progress.*

*Monitor and evaluate pupils' responses to learning activities through observation.*

*Provide regular feedback and written comments if required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence through an agreed system.*

*Assist with the development of learning activities and use strategies in liaison with the teacher to support pupils to achieve learning goals.*

*Promote positive values and attitudes and pupils' behaviour, dealing promptly with incidents in line with policy and encourage pupils to take responsibility for their own behaviour.*

*Support the use of technology in learning activities and develop pupils' confidence and independence in its use.*

*Establish positive relationships and communication with parents and outside agencies.*

*To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.*



# Person Specification

## Personal care Assistant – Elm Tree Primary

<b>Qualifications and experience</b>	<p>NVQ Level 2 in Childcare</p> <p>Experience of working with reception, key stage 1 and 2 pupils</p> <p>A minimum of 2yrs school based experience</p> <p>At least grade C/4 GCSE maths and English</p> <p>Evidence of CPD</p> <p>A commitment to future professional development</p> <p>Knowledge and Experience of Primary Curriculum</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p>
<b>Training</b>	<p>Willing to attend relevant training</p>
<b>Knowledge and skills</b>	<p>Understands the needs of autistic pupils and pupils with communication difficulties.</p> <p>Understand the needs of pupils with learning needs.</p> <p>Be computer literate.</p> <p>Work with individual or small groups of pupils with additional needs</p> <p>To be able to support teaching staff in the assessment of academic achievement and pupil need.</p> <p>Take a role in raising pupils' aspirations and independence.</p> <p>Support staff to create a positive learning environment.</p> <p>Experience of delivering programs of within collaboration with teachers and other specialists.</p>

<b>Personal qualities</b>	<p>Able communicator</p> <p>Good organisational skills</p> <p>Commitment, enthusiasm, a sense of humour and determination to succeed.</p> <p>A capacity for hard work and an aptitude to work as part of the wider staff team.</p> <p>Demonstrate an ability to work with pupils and families in a sensitive and positive way</p>
<b>Commitment to the following</b>	<p>Pupils with additional needs.</p> <p>Raising standards for pupils</p> <p>Setting a good example in terms of dress, punctuality and attendance.</p> <p>An enthusiasm and determination to support the vision and values of the school community.</p>
<b>Legal Requirements</b>	<p>Enhanced DBS Clearance</p>

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



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