Victoria Academies Trust

Level 3 Learning Support Practitioner

Recruitment Pack

Full time and permanent from November 2026

Band D SCP 9-17 £27254 - £31022 FTE (Actual salary £21,032 - £23,940 + SEN Allowance £1539 per annum) Subject to 2026 pay award

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 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 be 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 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 permanent, full time Level 3 Teaching Assistant at Elm Tree Primary from September2026

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 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 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

Learning Support Practitioner –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 opened 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 Level 3 Teaching 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*

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)

For more information or to apply, please follow this link:

Closing Date: 23/10/2026 @ 9am

Interviews: tbc

STRONG
IN THE ARENA

Job Description

Responsibilities of the role

Learning Support Practitioner

School	*Elm Tree Primary Academy*
Post title:	*Learning Support Practitioner*
Responsible to:	*Head Teacher or Line Manager*
Remuneration:	*Band D SCP 9-17 £27,254 - £31,022 FTE (Actual salary £21,032 - £23,940) + SEN Allowance 1539 pa*
Hours:	*32, Term Time only + 5 training days*
Start Date:	*November 2026*

Job Summary

- *To provide classroom support to pupils under the guidance of the teacher.*
- *To work under the guidance 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.*
- *To support teachers with planning and delivery of teaching and learning to small groups and individual pupils*

Duties and responsibilities

Support to Pupils

- *To assist pupils in the use of resources including IT.*
- *To maintain pupils' interests and motivation.*
- *To assist pupils with dress/changing for activities/personal hygiene.*
- *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 development and 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 development and implementation of individual communication strategies/plans.*

Support to Teachers

- *Work with teachers to establish appropriate learning environments.*
- *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 /pastoral lead on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence through an agreed system.*
- *Undertake the marking/recording of pupils work in line with whole school policy when working with a child or small group.*
- *Assist with the development of learning activities and use strategies in liaison with the teacher/pastoral lead 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.*

- *To liaise with the teacher and/or other professionals in planning and evaluating work plans as appropriate.*

Support to School

- *To be aware of an comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- *Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.*
- *To contribute to the overall ethos/work/aims of the school.*
- *Attend and participate to meeting as required.*
- *Participate in training, learning activities and performance development as required.*
- *To maintain school routine.*
- *To supervise pupils at lunch time and break time as required.*
- *Accompany teaching staff and pupils on trips and out of school activities.*
- *To maintain a safe environment.*
- *Undertake mentoring and appraisal duties as required*

Other duties:

- *To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the job.*
- *To act professionally and with integrity at all times.*
- *The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*
- *The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect for all pupils, parents, colleagues and the wider community and is consistent with the trust's equal opportunities policy.*

1 - To participate in the operation of the Trust's Appraisal Scheme.

2 - It is your responsibility to carry out your duties in line with the Trust policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

3 - Such other duties as may be appropriate to achieve the objectives of the post to assist the school or Trust in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

4 - The post holder must at all times carry out his/her responsibilities with due regard to the Trust policy, organisation and arrangements for Health and Safety at Work.

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 Head Teacher/ SLT with the postholder.

Person Specification

Learning Support Practitioner

	Essential
Qualifications & Experience	NVQ Level 3 in Childcare or equivalent. IE: Level 3 in Health & Social Care, Degree in relevant field such as child development or education Experience of working with key stage 1 and 2 pupils At least grade C/4 GCSE maths and English Evidence of CPD A commitment to future professional development Knowledge and Experience of Primary Curriculum Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues
Knowledge & Skills	Understands the needs of autistic pupils and pupils with communication difficulties. Understand the needs of pupils with learning needs. Be computer literate. Work with individual or small groups of pupils with additional needs To be able to support teaching staff in the assessment of academic achievement and pupil need. Take a role in raising pupils' aspirations and independence. Support staff to create a positive learning environment. Experience of delivering programs of with in collaboration with teachers and other specialists.
Training	Willing to attend relevant training

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

**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
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