



WEDNESFIELD TECHNOLOGY PRIMARY



Applicant Information

Teaching Assistant (Level 2)

Wednesfield Technology Primary

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Wednesfield Technology Primary School is part of the Shireland Collegiate Academy Trust and is situated in Wednesfield in the West Midlands.

We are a new innovative two-form entry free school primary that opened in September 2024 and has a growing roll as we fill each new year group.

We will be a school built to Passivhaus standards and the build has already been described as '**an airtightness exemplar**'. Our purpose will be to **empower pupils to achieve beyond expectations by providing the best technology-enabled education opportunities**.

We believe passionately in making a significant difference to the lives of all the children in our care. Having a great team of staff who work together well and have the drive and ambition to shape our school to be the best it possibly can be from every perspective, will enable us to achieve this aim.

We are also building upon the foundations laid by the Trust's first technology primary school in Smethwick, Shireland Technology Primary, which was **rated outstanding in all areas** in 2023.

Ofsted praised the school for providing a rich, exciting, well-structured and resourced curriculum that meets the needs and interests of all our learners and they recognised the exceptionally high standards of teaching that enable our pupils to make excellent progress. They highlighted that pupils' behaviour in class and around the school was '**impeccable**'. They also commended the positive and respectful relationships that exist in the school community along with the strong sense of belonging and pride that the pupils have in their school. What a strong foundation to build on!

At Wednesfield Technology Primary, we have a crystal-clear vision and direction for our school and with the support and collaboration with families and the wider community, we are confident that we can provide an exceptional education. Together, we will create a culture of excellence, aspiration, and enjoyment of learning that pupils will carry with them beyond their time with us. *It is what will make our school a special place to work, learn and grow.*

We are looking for enthusiastic and innovative people who have a pride in their work, are motivated, resilient, work well within a team and who will help us on our journey to provide **exceptional provision** for all pupils and their families as we grow.

Join us and we can give you that sense of purpose and drive that makes you feel that you are having an impact and making a difference to many.

The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded by the three times outstanding Shireland Collegiate Academy in April 2007, there are currently five Secondaries and five Primaries in the family with others set to join in the near future, including Wednesfield Technology Primary. All of them are situated within the West Midlands area.

Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow the Trust to No more than 16 schools or 9,000 students within a West Midlands hub-based structure.
- To evolve the operating model to ensure proactive and process driven whole organisation improvement.
- To ensure the organisation has the capacity to deliver the operating model in a way that enables and protects.
- To create a structure for collaboration (staff and students) within sectors and across the Trust.
- To create an environment for staff to develop professionally, personally and with a sense of purpose.
- To create a structure that ensures Technology is used to maximise organisational improvement.

Primary

The primary schools within the Trust work closely with each other and put professional development of staff at the heart of their school improvement strategy.

Our three core values, **EXCITE, EXPLORE, EXCEL** are across all of the primaries and are interwoven through everything that we do; from curriculum to family events and staff professional development.

We are dedicated to providing exciting learning experiences for our pupils, sparking curiosity and developing authentic learning experiences which will ultimately lead to achievement for all.

To ensure that our pupils get the best out of their education with us; that they enjoy the very best learning experiences that we can give them, it is vital that our staff are **excited to work with us**. Anyone who works with us in any of our primary schools needs to constantly strive to be better, work well in a team and provide improved outcomes for our pupils; nothing less than **exceptional** is acceptable.

Applications

Closing date for applications: Saturday 28th August 2025

We reserve the right to close this post early.

Interviews: Thursday 4th September 2025

May be subject to change.

Job Description

Post title	Teaching Assistant	Reporting to	Principal & Assistant Principal
Location	Wednesfield Technology Primary	Grade	Band B SCP 2 – 4 depending on qualifications and experience
Contract type	Permanent	Hours of work	37 hours, term time plus 2 weeks

The primary purpose of the role

To provide high quality classroom support to pupils under the direction of the teacher and help promote the values and ethos of the school and Trust.

To support before/after school provision where required.

Main Duties

Support to Pupils

Participation in the integration of children with special needs into the mainstream.

Specialist language support to individuals/ groups where English is not the first language.

To facilitate the pupil's development and skills in the use of resources including technology for learning.

To maintain pupils' interests and motivation.

Assisting pupils with dress/ changing for activities/ personal hygiene.

To support individual/group work across the curriculum to raise levels of achievement.

Care and welfare of pupils to include toileting and feeding as required.

Administering first aid.

Specialist support to pupils in line with a Statement of Special Needs or planned provision (IEP/ISP) to encourage acceptance and inclusion to support achievement and development.

Establish supportive relationships with pupils and families.

Support to School

Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).

Establish links and develop strong relationship with those with parental responsibility during the working day, as part of the normal consultative and the educational process.

Attend staff meetings and training days or sessions where required (including online training).

To contribute to the development of and maintain school policies and procedures.

Preparation of rooms, equipment and displays.

Maintain school routine.

To promote high standards of behaviour throughout school in accordance with the Behaviour Policy.

To support school and classroom family engagement strategies.

Support ethos of school.

Maintenance of safe environment.

Assist with out of school activities such as open days, trips, school performances etc.

Support to Teachers

Contact with parents as part of normal consultative and educational process, e.g. parents' evenings.

To deliver pre-planned programmes of small group work.

Delivery and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.

Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with supervision of pupils on school trips/visits.

Keeping materials and equipment in tidy/safe manner.

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

Support the supervision of individuals/groups of pupils.

Support with Curriculum

To contribute to the development of the curriculum and resources.

To assist in the teaching of the curriculum and developing innovative practice including the use of new technologies.

Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.

Contribute to development of school policies and procedures as part of Key Stage team.

To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.

Participation in working groups on curriculum matters.

Contribute to curriculum development as part of training days and at any ongoing review meetings.

Involvement in planning meetings where required.

Repair and maintenance of books, resources and equipment.

Development and preparation of curriculum materials.

Development of the environment to support the curriculum and facilitate learning.

“Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children’s Barred List check for post carrying out a regulated activity.”

Person Specification

Job Title: Teaching Assistant

Physical	<p>A smart business-like appearance</p> <p>Able to meet the physical demands of the role</p>
Qualifications	<p>NVQ Level 2 in Childcare, BETC or NNEB</p> <p>GCSE or equivalent in English and Mathematics</p> <p>Hold or be prepared to undertake training for First Aid at Work or Paediatric First Aid.</p>
Experience	<p>Experience of working with Primary and Early Years children in a learning support role.</p> <p>Experience of early reading & synthetic phonics</p>
Training	<p>Willing to attend relevant training</p>
Special Knowledge	<p>A strong understanding of child development within the EYFS.</p> <p>Practical experience of recording observational assessments in the EYFS</p> <p>A good working knowledge of Development Matters.</p> <p>Knowledge of Health and Safety issues, particularly around EYFS indoor and outdoor independent play and health & hygiene routines.</p> <p>Knowledge and understanding of child protection issues.</p>
Circumstances	<p>Ability to work when the school is open (Term Time working)</p> <p>Willingness to work flexibly to meet the requirements of the post, including travel and setting home visits.</p> <p>Able to attend after school events.</p>
Disposition	<p>Ability to motivate individuals to perform effectively.</p> <p>Commitment to working in partnership with parents.</p> <p>Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.</p>



Practical and Intellectual Skills	<p>Exceptionally high standard of spoken and written English.</p> <p>To have excellent communication skills and be able to use them effectively in the classroom and when talking to families (orally and in writing)</p> <p>Ability to use technology confidently and show willingness to learn new software and develop new skills</p>
Legal Requirements	<p>Enhanced DBS Clearance.</p>