



# Achievement Assistant Level 1- Candidate Pack

**Status:** Fixed term until July 2027 - Term time only plus training days

**Salary:** NIC SC2 3-4 - £24,796 - £25,185 FTE

**Location:** Oak Hill First School, Wirehill Drive, Lodge Park, Redditch, Worcestershire, B98 7JU.

**Start date:** ASAP



Central Region  
Schools Trust

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# Oak Hill First School

*Little seeds grow magnificent trees*



# ADVERT

Oak Hill First School is excited to be recruiting for an Achievement Assistant to join our team.

The role provides an excellent opportunity for someone who enjoys working with highly experienced and supportive staff, in a fast-paced and varied environment. The successful candidate will have the ability to work with a range of individuals and teams to cultivate positive and effective relationships with their excellent communication, presentation and interpersonal skills.

Further information about the Trust can be found on our website at Central Region Schools Trust – [www.centralregionstrust.co.uk](http://www.centralregionstrust.co.uk)

**How to apply & Closing Date:** To apply for this position please apply through My New Term and submit no later than

9:00am on 20th April 2026, with interviews to be arranged during the following week.

Early applications are encouraged as we reserve the right to close the advert prior to its expiry date should suitable candidates apply. All shortlisted candidates understand they will be subject to an online search.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with the Children's barred list.



## Achievement Assistant Candidate Pack

Oak Hill First School is seeking to appoint a Level 1 Achievement Assistant to join our friendly, dedicated and hardworking team. The post will commence when all necessary checks have been completed during the summer term. The hours will be Monday to Friday 8:30am - 3:10pm (30 hours per week).

We are looking for a Teaching Assistant who can support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

Oak Hill First School is committed to safeguarding and the PREVENT strategy and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pupils learn to accept and uphold our fundamental British values.

All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A Disqualification Self Declaration Form is to be completed and returned with the application.

We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race

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

### Our School

Oak Hill First School opened in September 2001 to serve the well-established districts of Lodge Park and Greenlands.

The school is a large 3 form entry first school with accommodation for 450 pupils (aged 4-9) plus 78 part time places for Nursery children (aged 3-4). Our school is subdivided into 3 phases. Our Leadership and Management team is comprised of the Principal, Vice Principal 2 Assistant Head Teachers and School Business Lead.

Staff and pupils enjoy working in an attractive and well-resourced and well maintained environment. The school offers good sized classrooms, a large hall with a stage, a music/drama area, a library, large practical areas and the exclusive use of the Children's Centre. The school has significantly invested and continues to maintain an extensive range of ICT hardware.

The majority of our pupils transfer to Woodfield Academy School who are on our neighbouring site. The grounds include a field, three playgrounds a large early years environment as well as an active Forest School area.

We value working collaboratively with other local schools and have an established a network providing support for each other. We joined Central Region Schools Trust in January 2024 and we have already benefitted from a host of professional development opportunities including year team meetings/subject leader team meetings/NPQ training, as well as working with our trust team members in the classroom to further enhance the quality of teaching and learning.

Developing and improving the quality of provision for our pupils is exciting and we are keen to appoint staff who are enthusiastic, well-motivated and who are willing to go the extra mile to support us in moving forward to secure the best possible education and care for pupils. We want our pupils to be exceptional learners.

Oak Hill First School offers a safe, welcoming and caring environment in which all members of the school community are valued and encouraged to achieve the highest standards. The school will emphasise the importance of children's personal and social development, along with promoting high academic standards across the curriculum in order to prepare children for the opportunities, experiences and responsibilities of adult life. The staff and governors are committed to working cooperatively with parents and the local community to ensure that children develop a lifelong love of learning in a stimulating, happy and well-resourced environment.

### **OAK HILL FIRST SCHOOL AIMS**

**“Little Seeds Grow Magnificent Trees”**



**Oak Hill First School**

*Little seeds grow magnificent trees*



By working collaboratively and effectively with parents, carers, the local community, our central team members and relevant support agencies Oak Hill First School we aim:

**to help children develop a healthy way of living.**

**for children to learn in a safe and caring place.**

**for children to enjoy school, feel good about their learning and get better at what they know and can do.**

**to help children understand how to work and play with others.**

**to help our children become good at writing, reading and mathematics.**

Oak Hill First school aims to meet the needs of all pupils regardless of intellectual ability, physical, sensory, emotional/behavioural difficulties, gender, social and cultural background, religion or ethnic origins.

We have and seek to maintain a school community that is:

- **Ready to learn**
- **Respectful of themselves and others**
- **Safe in school**

We are committed to a partnership approach to promoting positive behaviour and interventions that support staff and learners.



**Oak Hill First School**

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### Job Purpose

To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

### Main Duties

- Work with individual or small groups of students, inside and outside the classroom to deliver planning to meet the needs of the Foundation Stage/National Curriculum and individual needs of pupils.
- Assist with the supervision of pupils within the school and away from the classroom, i.e. P.E., swimming, educational visits.
- Work closely with the SENCO/Inclusion Team to target students for intervention.
- Support pupils to understand instructions and access the normal routines of the classroom/school.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self esteem through praise and encouragement.
- Support the teacher in promoting good behaviour management and dealing with incidents in line with established policies.
- Support pupils in social and emotional well being.
- Produce displays to stimulate learning.
- Assist with the implementation of Individual Provision Maps and programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Provide feedback to pupils in relation to their progress and achievement, under the guidance of the teacher.
- Provide feedback to the class teacher in relation to outcomes and next steps.
- Where necessary, provide feedback regarding pupils progress to be used in meetings with external/internal bodies
- Record pupil outcomes and progress, aligned to class teacher's expectations.
- Take responsibility for preparation and delivery of visual aids.
- Prepare resources for lessons and activities relating to the children you are working with.
- Assist with the promotion of independence activities and mobility skills.
- Ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.

- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times
- To assist at an appropriate level with the provision of general care and welfare of children including:
  - assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - the changing of soiled clothing including its disposal in the appropriate way;
  - assisting with children's injuries and where qualified, administering basic first aid;
  - to assist with the identification and monitoring of children's general health and welfare.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- 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 this job.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To be aware of and comply with policies and procedures relating code of conduct, child protection, health and safety and confidentiality and data protection., reporting all concerns to appropriate members of staff.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually, and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



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# Person Specification

Criteria	Essential	Desirable	Method of Assessment
 <p>Education and Qualifications</p>	<ul style="list-style-type: none"> <li>• A good level of written and spoken English and a good level of Maths</li> <li>• Willingness and self-commitment to undertake relevant training e.g. literacy/numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 1 or equivalent</li> <li>• Appropriate paediatric first Aid Qualification</li> <li>• GCSE English and Maths, grade C/4 or above or equivalent</li> <li>• Attended Teaching Assistant induction training</li> </ul>	Application form, references and certificates
 <p>Experience</p>	<ul style="list-style-type: none"> <li>• Recent experience of working with Primary School age children</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use ICT effectively</li> <li>• Ability to use other equipment/technology</li> </ul>	Application form, references and interview
 <p>Skills and Attributes</p>	<ul style="list-style-type: none"> <li>• Able to demonstrate high quality classroom practice</li> <li>• To promote a positive ethos and be a good role model</li> <li>• To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• Understanding of the principles of inclusive practice and how it applies in a school setting</li> <li>• To adapt your own approach in accordance with pupil needs</li> </ul>		Application form, references and interview

 <p>Skills and Attributes</p>	<ul style="list-style-type: none"> <li>• A commitment to promoting equal opportunities and to work with children at all levels regardless of specific individual need and to identify learning styles as appropriate</li> <li>• To liaise sensitively and effectively with parents and carers, recognising your role in pupils' learning</li> <li>• Ability to manage time and prioritise</li> <li>• Able to work on your own initiative</li> <li>• Ability to contribute to the learning environment</li> <li>• To continually improve one's own practice/knowledge through self-evaluation and learning from others</li> <li>• Proven effective behaviour management strategies.</li> </ul>		<p>Application form, interview, and references.</p>
 <p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• An ability to remain professional at all times.</li> <li>• Caring; compassionate</li> <li>• Excellent communication skills and the ability to relate well to all members of the school community</li> <li>• Reliable, honest, efficient and approachable</li> <li>• Keep pupil, parent and school confidentiality as appropriate</li> <li>• Willingness to show commitment to the life of the school and home/school partnership</li> </ul>		<p>References and interview</p>

## Next Steps...

If you are excited by this role and believe you have the vision and values to fulfil this challenge, then we would encourage you to apply to join our team.

Closing date: 9:00am on Monday 20<sup>th</sup> April with interviews to be scheduled the following week.

### **Want to know more about Oak Hill First School**

Please visit our website the Central Region Schools Trust website:

<https://www.oakhillfirstschool.org.uk/> and visit [www.centralregionschoolstrust.co.uk](http://www.centralregionschoolstrust.co.uk) and don't forget to take a look at our promotional video.

The Central Region Schools Trust are committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and additional mandatory pre- employment checks.



### **Oak Hill First School,**

Wirehill Drive,  
Lodge Park,  
Redditch,  
Worcestershire,  
B98 7JU.



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