

Olive Hill Primary Academy

A member of Stour Vale Academy Trust



Teaching & Learning Assistant Part-Time Candidate Pack

Happy. Confident. Responsible. Successful



Advert
Part Time / Permanent
Teaching & Learning Assistant
Grade 5, SCP 7-11
Actual Salary £12,407 - £13,225
19.5 hours per week / 39 weeks per annum

Olive Hill Primary Academy are looking to appoint a dynamic, passionate and driven Teaching and Learning Assistant to join our committed and hard-working teaching team as soon as possible.

We are looking for a child centred practitioner with:

- Proven successful experience of supporting the raising of standards in school within classrooms, small groups of children and working one to one
- Wide experience of working with children including those with special educational needs and disabilities and the most able children
- Effective experience of supporting children with EHCPs
- Proven experience of a range of positive behaviour management strategies
- The ability to support, lead and inspire children working either in the classroom or within small, targeted groups
- Experience of leading interventions to meet children's individual learning targets

Olive Hill is a two-form entry primary school, taking 60 children in each year group. We also have our own nursery provision and can accommodate two-year-olds through a private provider, Acorns. Our lovely school has expanded over-time and offers lots of facilities for our children to learn in a vibrant environment. We have extensive outside space, including a trim trail, a forest school area, two large fields and a range of hard surfaces.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are committed to ensuring that no applicant will be disadvantaged or discriminated against of their protected characteristics under the Equality Act 2010.

Closing date: Monday 21st September 2026 noon

Shortlisting: Tuesday 22nd September 2026

Interviews: TBC

Please see the full candidate pack for details on how to apply.



About Olive Hill Primary Academy

Olive Hill Primary Academy is larger than the average primary academy, with over 470 pupils currently on roll from Nursery to Year 6. On 1st September 2017, the school became part of the Stour Vale Academy Trust. It was a founder member, alongside The Earls High School and Redhill School.

Our core value is the belief that we are here for each and every child. We believe that fairness is giving every child what they need to be happy children, confident individuals, responsible citizens and successful learners. In delivering our core value, we demonstrate a commitment to excellence and continuous growth through developing leadership in every role, trust and transparency. At Olive Hill we deliver a broad and balanced curriculum that incorporates character development, academic achievement and oracy. We are rigorous, robust and relentless in our pursuit of excellence through having the highest expectations of the children and ourselves. We act with integrity and compassion at all times. It is the strength of our relationships that allow us to deliver a high-quality education to all.

Olive Hill has a stable staff team who share a strong commitment to learning from the best practice in order to provide the best possible education and care for each individual child. The drive for the continued improvement in the quality of teaching has led to significantly improved rates of pupil progress, culminating in much improved attainment by the end of Key Stage Two. In comparison with national expectations, previously our children have entered nursery with low attainment and attainment at the end of Key Stage Two is now above the national figure.

The school provides a popular breakfast club and a private provider, Acorns, works closely with us to provide after school care in the school hall and provision for two-year-olds and three-year-olds in our community room.

Part of the school building dates back to 1938. Since January 2012, a substantial part of the school's budget reserves and devolved capital have been spent on renovating this space. This created a much-improved learning environment for children and staff. In 2015 the playground area was enlarged, and a new sport's pitch and forest school area were added. More recently in 2025 new outdoor learning environment was created for our Nursery children.

Historically there has been a high level of mobility across the school, making it even more important that the school continues to have robust assessment procedures and tracking of progress in place, alongside a very consistent approach to fostering excellent conduct and learning behaviour. Good liaison has enabled us to make immediate provision for the specific needs of children who have joined us from other primary schools or recently entered the country.

16% of children at Olive Hill are identified as having a special educational need. The percentage of children known to be eligible for the pupil premium grant is above the national figure at 24%. The percentage of children whose first language is believed not to be English is 30%. The good provision made for these individual children is enhanced by a strong partnership with the Learning Support Service, Educational Psychology, Virtual School and other relevant outside agencies.

Our school is a great place to work and learn. We are part of supportive community of parents, carers and other relatives. The staff team are dedicated to their profession and go above and beyond to provide the children with a rich education. The senior leaders act with compassion, integrity and a drive for excellence. The children are incredible and deserve the very best from the adults around them.

Our most recent OFSTED, was in April 2026, recognised that:

"Behaviour in classrooms and around school is excellent"

"All pupils benefit from everything the school has to offer"

"Children enjoy coming to school because they are safe and feel welcome"



Job Description



Job Title:	Teaching and Learning Assistant
Grade:	Grade 5 (SCP 7-11)
Responsible to:	SENCO, Phase Leader, or other designated manager
Responsible for:	Not applicable
Working weeks:	38/39 working weeks during term time.

Core Purpose:

- Assist in the educational, personal and social development of designated students under the direction and guidance of relevant colleagues (e.g. the Headteacher, SENDCO, phase leaders and class teachers) with a limited degree of autonomy.
- Support students by adopting relevant strategies and techniques to enable them to access the curriculum, engage with their learning and achieve their full potential.
- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Deliver measurable impact on pupil attainment as well as social and emotional well-being.
- Work collaboratively with relevant colleagues to fulfil the requirements of the role.
- The duties of the Teaching and Learning Assistant will be determined by the Head Teacher, or appropriate senior leader, and will be arranged to meet the needs of the school and pupil(s) being supported. This may involve working in small groups or on a 1:1 basis and may include supporting pupils with an Educational Health Care Plan (EHCP).
- Provide specialist support and expertise for SEND students.
- To assist the teacher in the whole planning cycle.
- May be required to supervise small groups or whole classes for short periods in the absence of the class teacher. This will be appropriate to the level of experience.

Legal and Statutory Requirements

The Teaching and Learning Assistant's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

Main Activities

Supporting Learning

- Under the direction of the class teacher, support and supervise pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:
 - Clarifying and explaining instructions.
 - Facilitating the use of appropriate scaffolding for learning
 - Mediating language as required.
 - Implementing specific strategies identified on individual support plans or EHCPs.
 - Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.
 - Being sensitive to the requirements of all pupils and encouraging their participation and independence.
 - Assisting pupils with the appropriate use of materials and resources, including ICT applications.
 - Nurturing the development of emotional literacy and social communication skills.
 - Encouraging and building pupil resilience and self-esteem.
- Effective use of positive behaviour management techniques and strategies with support where required. Encourage pupils to take responsibility for their own behaviour.
- Work with individuals or small groups of pupils in the classroom under the supervision of teaching staff.
- May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.
- May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils' responses as appropriate.
- Supervise whole classes or groups during the short-term absence of a teacher.
- Participate in planning and evaluation of learning activities with the teacher.
- Support independent learning and inclusion of all pupils.
- Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.
- May assist with the development of individual development plans for pupils e.g. IEPs.

Resources

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.
- Arranging/providing resources for lessons/activities under the guidance of the teacher.
- May handle small amounts of cash e.g. for school visits.
- Photocopying, filing, and preparing resources for lessons as directed by the teacher.

Exams, educational visits and other supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.

Personal and welfare support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Supporting pupils emotional and social well-being, reporting any problems to the teacher.

Systems, policies and procedures

- Contribute to maintaining a safe environment.
- Responsible for the careful and safe use of equipment.

Team involvement

- May demonstrate own duties to new or less experienced staff.
- May support the work of volunteers and other teaching assistants in the classroom.

Building relationships

- Shares information about pupils with other staff, parents/carers, internal and external agencies as appropriate.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- Promote the inclusion and acceptance of all pupils, staff and stakeholders.

Record keeping and information management

- Record basic pupil data and provide feedback to the teacher on pupil progress and behaviour.
- Monitoring, accessing and recording pupil progress under the guidance of the teacher.
- Ensure all written and electronic records and reports are accurate, comprehensive and timely.

Other

- Supervise children during break and lunchtime, as required.
- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.



Personnel Specification



Job Title: Teaching and Learning Assistant

Grade: Grade 5 (SCP 7-11)

Responsible to: SENCO, Phase Leader, or other designated manager

Responsible for: Not applicable

Working weeks: 38/39 working weeks during term time.

No	Categories	Essential	Desirable
QUALIFICATIONS			
1.	NVQ level 2 in Maths and English (or equivalent), and / or qualified or willing to become qualified to Level 3 Teaching Assistant.	◆	
2.	Other relevant training.		◆
EXPERIENCE			
3.	Experience working with children individually and in groups.	◆	
4.	Experience of supporting children's development and progress in an educational setting.	◆	
5.	Experience with SEND children and challenging behaviour.	◆	
6.	Experience of running intervention programmes.		◆
ABILITIES, SKILLS & KNOWLEDGE			
7.	Able to support pupils' learning on a one-to-one basis, or in groups, including the provision of specialist support for SEND students, as appropriate.	◆	
8.	An understanding of learning and the process of learning.	◆	
9.	An understanding of the development of the whole child.	◆	
10.	IT and keyboard skills to allow record keeping and reporting.	◆	
11.	Able to assist with the development of individual development plans for pupils e.g. IEPs.	◆	

12.	An understanding of safeguarding.	◆	
PERSONAL QUALITIES			
13.	Ability to relate well to adults and pupils.	◆	
14.	Able to supervise groups or whole classes and maintain a calm and productive environment in the absence of the class teacher.	◆	
15.	Ability to organise self and others.	◆	
16.	A calm, positive nature.	◆	
17.	Commitment to safeguarding and promoting the welfare of children and young people.	◆	
18.	Genuine respect for others and desire for equality of opportunity and diversity.	◆	
19.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these.	◆	
20.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise.	◆	
21.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust.	◆	



For an informal discussion please contact:

Megan Walters
Head of School
Telephone 01384 958439

Closing date for applications:

Monday 21st September 2026

Please visit our websites

<http://www.svat.org.uk/>

<http://www.olive.dudley.sch.uk/>

<http://www.mynewterm.com/>