



**Level 2 Teaching Assistant  
Northwood Park Primary School  
Candidate Information Pack**



# Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott  
Chief Executive Officer



# Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

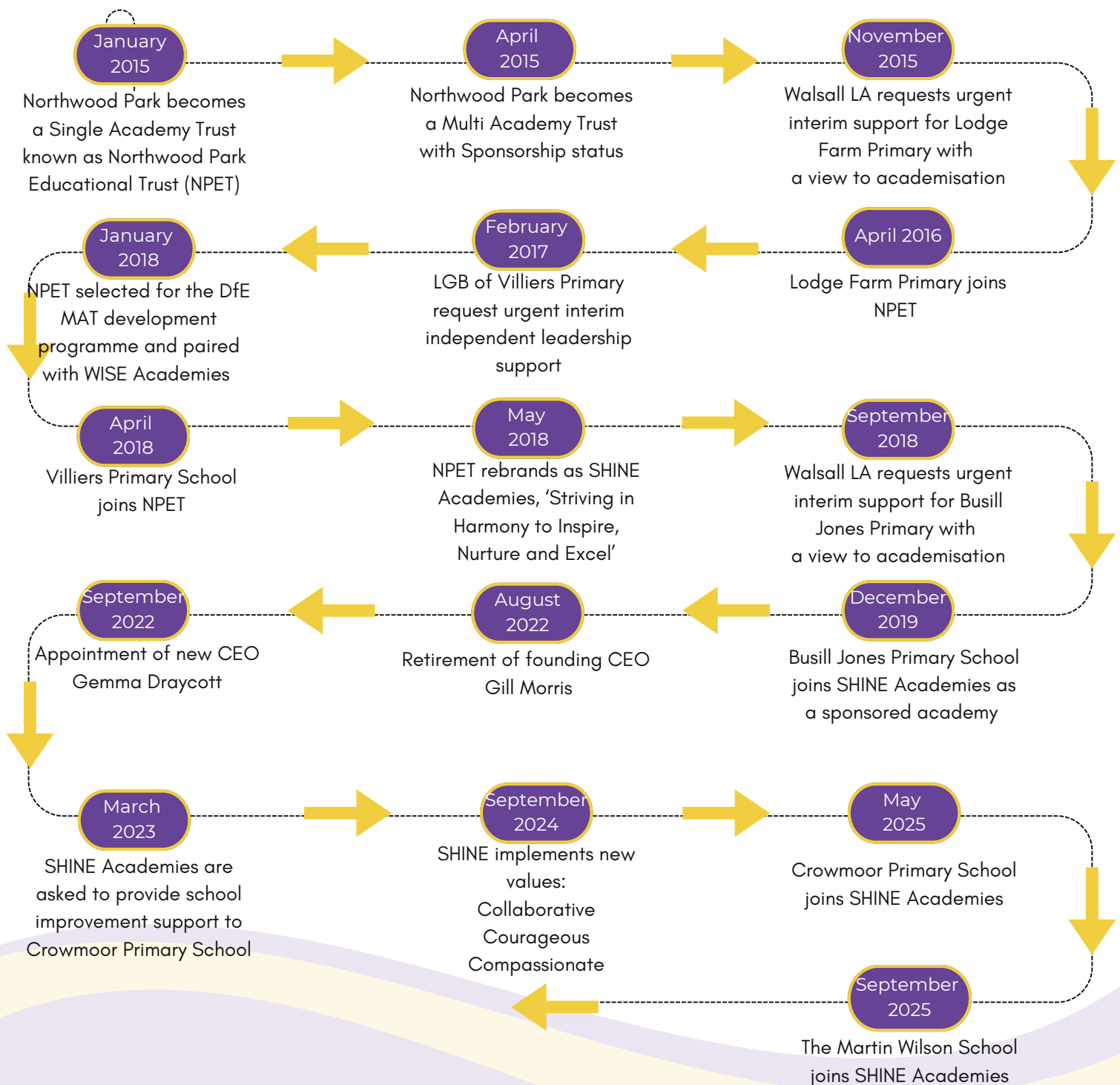
We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time. We are excited to be holding our next Trust Day on 5<sup>th</sup> January 2026, with a focus on Courage.

SHINE Academies Trust  
Collaboration Day  
4<sup>th</sup> September 2024



Click [here](#) to watch our values video

# Our Journey So Far



# Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

## We are proud of our SHINE family of Schools



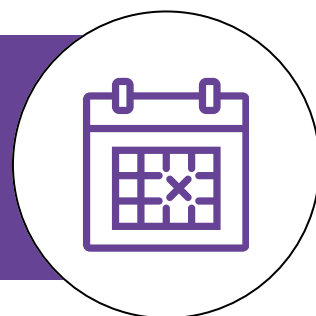
# Employee Benefits

We offer a range of employee benefits, including:



**Excellent CPD Opportunities**

**One term time wellbeing day  
per year**



**Lifestyle & Shopping  
Discounts**

**Employee Assistance  
Programme**



**Generous Occupational  
Pension Schemes**



*Your Award-Winning Employee Benefits Provider*



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

# Northwood Park Primary School

## Message from the Headteacher



A warm welcome to our school.

We take pride in encouraging and enabling children to become positive, independent, confident and ambitious individuals in order to prepare them for the journey of life ahead.

At Northwood Park, our motto is 'Be Kind – Be Brave – Be Proud'. We are an inclusive school where everyone is part of Team Northwood. Our curriculum is rich, broad, exciting and creative and we pride ourselves on being a school where everyone will find something to excel at. We place high importance on the wider curriculum of sport, music and performing arts. We have unrivalled facilities for a primary school – a gym, hall, sports studio, dining hall, library, forest school, two large playgrounds and a large field, a cooking room, inclusion hub and extensive outdoor area for early years.

When you step inside Northwood Park you'll feel instantly welcome and at home in our warm, caring environment. Come and see for yourself!

Mrs N Boys  
Headteacher





## SHINE Academies

### Level 2 Teaching Assistant: Job Description

Post                L2 – Teaching Assistant  
Salary            Grade 3

#### **Description of Post**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

#### **Duties and responsibilities**

##### **Support for pupils**

- Supervise and provide particular support for pupils, including those with additional needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of individual Education/Behaviour plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

##### **Support for teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc



### **Support for the curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment /resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### **Support for the school**

- Be aware of and comply with 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 and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### **Conditions**

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade. The post holder must at all times take a pride in the school, site and their own general appearance.

## L2 Teaching Assistant

### Person Specification

Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> <li>NVQLevel 2 or equivalent in relevant subject area</li> <li>Qualifications demonstrating literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>Qualified to administer First Aid</li> <li>Working with children with SEN related qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
Training	<ul style="list-style-type: none"> <li>Willingness to undertake professional and personal development</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven experience in working with children in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Working as part of a team</li> <li>To have planned an activities for a group of children</li> <li>To have experience of assessing pupil progress and to have kept up to date records</li> <li>To have worked with children who have special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>To have very good communication and organisational skills</li> <li>Ability to liaise with colleagues in all departments To be able to complete organisational and administrative tasks To have high expectations of pupil behaviour and achievements</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• To be fully committed to equality of opportunity for children, staff, parents and members of the wider community</li> <li>• Ability and willingness to work as a member of a team</li> <li>• Ability to work effectively with all staff</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Other	<ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of children and young people</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>