



**Level Three Teaching Assistant
Busill Jones 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

SHINE
ACADEMIES



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.

SHINE Academies Trust
Collaboration Day
4th September 2024



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

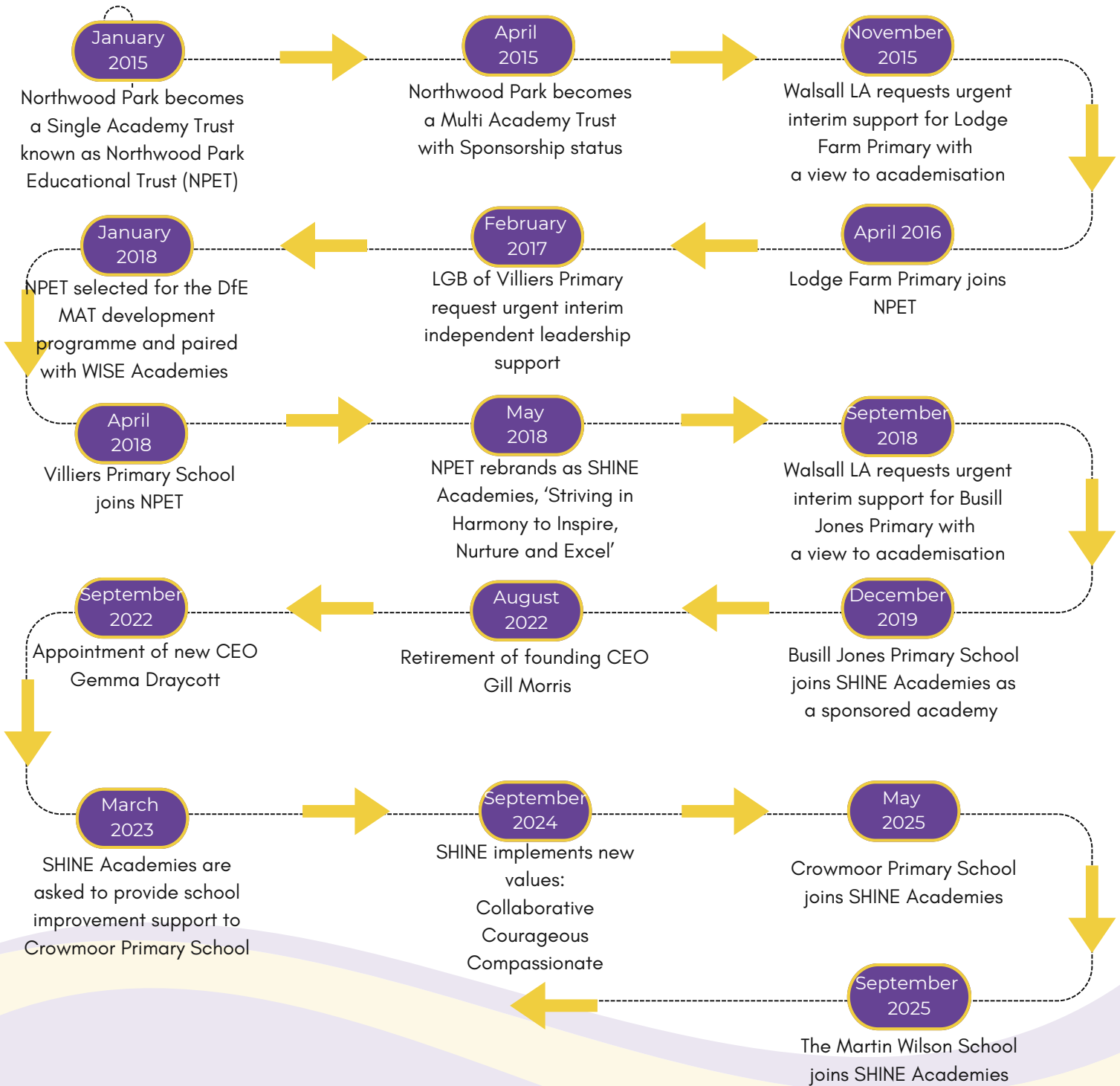
Our Values

Our most recent Trust Day, held on 5th January 2026, focused on our value of Courage. We were inspired by guest speakers Diana Osagie, Stephanie Davies and Matthew Holt, and also heard powerful personal stories from colleagues across the Trust who shared their own experiences of courage. The day also marked a special milestone as we hosted our first-ever SHINE Staff Awards.



We look forward to sharing details of our next Trust Day very soon.

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

Busill Jones Primary School Message from the Headteacher



Welcome to Busill Jones Primary School, home of the Busill Bees!

Busill is a family and we support each other to be our best. We are very proud to be at the heart of our local community; working together with our families, external agencies, other professionals and community groups to create a bright future for all.

Our children experience an exciting and varied curriculum taught by a dedicated team of staff who go above and beyond to support them. They have a wide range of opportunities to experience the world around them; trips to the theatre, activity weekends, sporting events and competitions are amongst just a few of the ways in which our Busill Bees spread their wings.

We are also very lucky to have such spacious classrooms and fantastic outside spaces to learn and play together. Our well stocked libraries, sensory room, reading sheds, outdoor classroom and even our amazing outdoor firepit ensure there is something for everyone!

Our values underpin everything that we do; Be Positive, Be Respectful and Be Your Best. We live by these values every day, demonstrating what it is to be a Brilliant Busill Bee!

Our Bees leave the hive with the confidence and skills to pursue their dreams, living our values and knowing that they will always be a part of the family.



Our doors are always open, come along and experience the buzz for yourself!

Nicola Bayliss
Headteacher



SHINE Academies

Level 3 Teaching Assistant: Job Description

Description of Post

To work under the guidance of teaching/senior staff and, within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The post holder may also supervise whole classes occasionally during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

Duties and responsibilities

- 1) Assists pupils with personal self care.
- 2) Helps individual pupils or groups of pupils to access the differentiated curriculum, including assisting with the planning and preparation of learning activities.
- 3) Assists with general administration and supports classroom management, including creating learning materials.
- 4) Contributes to the development, implementation and evaluation of individual education plans and individual behaviour plans that are devised by the teacher.
- 5) Enables pupils on inclusion programmes to access the differentiated curriculum in the mainstream school.
- 6) Supervises pupils in planned activities when the teacher is temporarily absent, in accordance with instructions/directions.
- 7) Supervises pupils in small group or 1:1 learning activities in school away from the main teaching area, following appropriate risk assessment.
- 8) Supervises pupils at play/leisure breaks, at times of transition between lessons and activities, and on arrival at school and before departure.
- 9) Monitors and is responsive to pupils' learning and behaviour at all times by making adjustments to supervised activities.
- 10) Monitors and is responsive to pupils' personal needs and communication.
- 11) Communicates effectively with teachers, other professionals and parents whenever the needs arises and recognises the need to communicate.
- 12) Contributes actively to the planning and review of the differentiated curriculum, individual education plans and individual behaviour plans by recommending changes in targets or provision in light of knowledge, understanding and pupil responses.
- 13) Provides advisory support and contributes to the professional development of colleagues in relation to their specialist area of expertise.
- 14) Responds to on-the-spot incidents requiring immediate attention/decisions on/off the school premises and/or without direct contact with a senior member of staff.
- 15) Minimises the risk of pupil behaviour becoming disruptive or dangerous through implementing de-escalation strategies.
- 16) Makes adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress.
- 17) Takes action to meet pupils' personal needs as they arise to avoid physical or mental stress.
- 18) Communicates information effectively to teachers, or other professionals and parents whenever the need arises.
- 19) Works in partnership with the teacher, to plan, teach and assess the curriculum on a daily basis.

- 20) Supports pupils so that they are enabled to access the planned curriculum and meets personal and social needs.
- 21) Takes part in phase, key stage and whole school meetings.
- 22) Works in collaboration with other Learning Support Assistants and Lunchtime Supervisors.
- 23) When requested, provides information about pupil progress, strategies and issues to other professionals and implements joint recommendations.
- 24) Following discussions with the teacher of other senior member of staff, shares information about class activities, pupil progress and family needs with parents.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

Signature:..... Date:.....

SHINE Academies

Level 3 Teaching Assistant: Person Specification

Factors	Essential	Desirable	How Identified (Docs, App form, Interview)
Qualifications and Training	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in a related area • Excellent Numeracy and Literacy Skills 	<ul style="list-style-type: none"> • Ability and willingness to participate in training • First Aid 	Application Form Documents
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with relevant age groups within a learning environment, including knowledge of behavioral and learning difficulties. • Understanding of Classroom roles and responsibilities • Knowledge of school policies and procedures 		Application Form Interview References
Skills and Abilities	<ul style="list-style-type: none"> • Ability to understand policy, procedures and legislation relevant to the areas of work • Ability to encourage pupils to participate in or complete tasks • Ability to work as part of a team • Ability to resolve problems • understanding when referral is required • Ability to relate well to children • Able to use ICT including computer, • audio, video equipment and photocopier 	<ul style="list-style-type: none"> • Demonstrable ability to develop and plan activities under the direction of the class teacher 	Application Form Interview References

	<ul style="list-style-type: none"> • Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality 		
Personal Characteristics	<ul style="list-style-type: none"> • Displays sensitivity to pupils needs • Ability to provide necessary personal care to children • Ability to maintain confidentiality 		Interview References
Other	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young people 		Interview References