



Primary Teaching Assistant

Reporting to:	Primary Assistant Headteacher
Start Date:	September 2026 or before
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent
Working Pattern:	Term time only
Working Hours:	36 hours per week, term-time only
Salary:	Ark Support Grade 5, points 5 to 12 (£25,583 – £28,598). Pro rata £22,005 - £24,599
Closing Date:	15th May 2026

Job Description

The role

As a Teaching Assistant, you will support pupils, parents, and teachers, to establish a supportive learning environment in which children make good academic progress. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

Key Responsibilities

Learning Support

- Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Work with the SENCO and other teachers to assess the needs of individual children, contribute to and implement Individual Education Plans
- Adapt and develop resources for EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
- Assist with follow-through for related services (speech/language/physical therapy etc.)
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching, pupils' and achievement outside of the classroom, e.g. computer lab, library

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Resilient

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Support for the school

- Supervise pupils in the nursery setting, playgrounds, lunchrooms etc and assist with general personal and pastoral care
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher
- Complete intimate care

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification

Qualification Criteria

- Maths and English GCSE or equivalent at grade C or above (or equivalent)
- Certified teaching assistant course or training or willingness to undertake this

Knowledge and Skills

- Early years' experience desirable
- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience of the role of a teaching assistant including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Good working knowledge of the national curriculum
- Good numeracy & literacy skills, administrative, organisational and computer skills
- Competence with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene
- Able to speak another language, play a musical instrument or coach a sport (desirable)

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature

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- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

About Ark Victoria Academy



Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive pupil experience and extra-curricular offer. Although we are a large school, we can retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

Our school values and virtue pathways are crucial to our culture and ethos; they are also part of the way we work and learn together and have been instrumental to us on our school improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 ‘Good’ inspection, by Ofsted, in October 2024: *‘This is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school’s ambitious curriculum’*. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

Our children make *exceptional progress*, with results consistently in the top 10% nationally across the primary phase. From the moment they enter our exemplary Early Years setting, our pupils benefit from a carefully sequenced, vocabulary-rich curriculum that equips them to read, think, and speak with confidence. Rigorous teaching, expert support for SEND, and

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an unwavering focus on high expectations mean every child is challenged and supported to succeed.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. Through our staff well-being charter and committee, your voice is heard, and your growth is supported.

Our [website](#) can provide more information about Ark Victoria Academy.

Executive Primary Headteacher

Welcome to the primary Phase of Ark Victoria Academy.

The primary phase begins in Nursery and continues into Reception where we take in 90 pupils each year. We are incredibly proud of the start we give our pupils in Early Years, laying the foundations for the educational journey they will continue through to Year 11.

Our values of ambition, resilience and kindness underpin all the work that we do within our academy. We have high expectations and expect our pupils to work hard in order to achieve their full potential. Our academy is a calm environment where pupils behave well at all times.

Our classrooms are purposeful learning environments where children debate, discuss and develop their ideas with confidence and respect. Reading is at the heart of our academy. We know how important it is that pupils move into Year 7 able to read well. Our love of reading is visible throughout the school and in every classroom. We dedicate time to high quality teaching of reading in every phase, listening to pupils read regularly and developing children's passion for reading at every opportunity.

We pride ourselves on knowing every child in our care and our curriculum is planned, sequenced and delivered with our pupils at its heart. We dedicate time to ensuring pupils develop the core knowledge and skills they need in preparation for secondary school and enrich our learning with a wide range of extra-curricular activities.

We understand the importance of working together with parents and have regular opportunities for parents to come into school. We regularly share ways to help children at home, celebrate the work they have been doing and share information about the progress our pupils are making. We are always available (you will see us on duty every day before and after school!) so please do approach us with any questions you may have.

We feel privileged to be part of an all through academy, preparing our pupils for the secondary phase of their education which builds seamlessly on the work we do in primary. Staff in Year 6 work very closely with Year 7 staff to ensure a positive transition experience when children move into the next phase of their education with us. We ensure that children's individual needs are met, families are supported and our high expectations are maintained. We believe in each of our pupils and we are very proud when we hear of their success as they move into secondary school and beyond.

Mrs Victoria Twort, Executive Primary Headteacher



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Why work for our school?

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.