Crabbs Cross Academy

Inspired to Excel

TEACHING ASSISTANT INFORMATION PACK

September 2026



Flying high….creating success together

Crabbs Cross Academy
Evesham Road, Crabbs Cross,
Redditch, Worcs, B97 5JH

Dear Applicant,

Thank you for showing an interest in Crabbs Cross Academy; I am delighted that you are considering our school.

We are looking for a passionate and committed individual to join our strong team of practitioners and would encourage you to visit us to see our fabulous school in action.

Crabbs Cross Academy is part of a small Multi Academy Trust, Shires Multi Academy Trust, based on the edge of Redditch, Worcestershire. We are proud of our location, enjoying views across the county of Worcestershire to the Malvern Hills. We are also the oldest first school in Redditch; there has been a school on the site since 1877 and we value our school's long history. Alongside this pride in our heritage runs a strong awareness of the need to ensure Crabbs Cross Academy competes with confidence in our rapidly changing society.

Our school vision is ' Flying high...creating success together' and this is at the very heart of everything we do. As a school, we pride ourselves on the relationships we build with both our children and our parents.

Shires Multi Academy Trust ambition for all children at Crabbs Cross Academy is that they will be:

- inspired to learn
- inspired to excel
- inspired to be a good friend and person
- inspired to have clear aspirations in life

We firmly believe in meeting the needs of all children and all staff strive to ensure that our school provides a safe, caring and dynamic environment which encourages all learners to achieve their potential. Working in partnership with parents and our locality we aim to grow from ‘Good to Great’ and to make the school one which is a school of first choice for our community.

Do come and visit us to experience life at Crabbs Cross Academy for yourself.

Yours sincerely,

Sallyanne Dunstan

Headteacher

Required to Start – As soon as pre-employment safeguarding checks have been completed for the successful candidate.

CRABBS CROSS ACADEMY

TEACHING ASSISTANT

All teachers across the Trust enjoy the support and challenge offered through cross school working. Colleagues regularly visit and work with their counterparts in other schools and seek out innovative ideas that are making a difference within other areas of the Trust. The numbers of schools in our Trust offers opportunities for career progression for our staff, whilst still remaining small enough for each member of staff to remain a valued individual personally known by our CEO.

ACCOMODATION AND RESOURCES

The Trust is well resourced and is continually using its healthy finances to develop and improve the school accommodation and resources.

PUPILS

We are most fortunate in the skills, talents and qualities our children possess. Their responsive nature, and willingness to learn and succeed, provide an inspiring teaching and learning environment. The support that classroom staff, and the children, receive from our specialist support staff is second to none, with the school achieving regional recognition for its innovative strategies to support pupils and families who have found accessing school more challenging.

SALARY

Salary : Scale 1 pts 3 – 4 £25,614 - £26,016 Pro Rata £8,223.89– £8716.74 Actual Salary

CONTRACT

The Fixed Term contract will be for 13.75 hours per week, term time only plus TED Days.

The purpose of this appointment is to support the specific needs of a named child, a student of this school and this contract will cease when the child either no longer requires such support or leaves the school. In such circumstances you will be informed of your termination date as soon as possible but you will not be entitled to any formal notice of termination.

The post holder will also be trained by specialist nurses to provider cover, when needed, for another child with medical needs.

CONTINUITY OF SERVICE
(please see below an extract from the Trust's pay policy)

19.1 For purposes of establishing statutory employment rights, e.g. relating to probationary period or dismissal, the date of continuous employment will be the start date with the Trust. Where a member of staff takes additional roles/contracts

with the Trust, the start date of these contracts will apply as the date of continuous service for establishing statutory employment rights.

19.2 Previous unbroken continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders (as amended) (which covers local authorities and related bodies) will be included in calculating redundancy entitlements.

For the purpose of Annual Leave, Occupational Sickness Scheme and Occupational Maternity Pay Scheme, the date of continuous employment will be the start date with the Trust.

MAKING AN APPOINTMENT

Applicants should complete the application form, which includes the names and telephone numbers of two referees. A concise letter of application is expected. The details should reach Liz Woodward, Office Manager by **no later than 12 noon on Monday 12th October 2026.** Informal visits to the school prior to making an application are welcomed. Please contact Liz Woodward if you have any specific questions or wish to book a date to tour the school; you can email her on officemanager@cca.endeavourschools.org.

Applications can be posted or delivered in person to Crabbs Cross Academy or emailed to Liz Woodward officemanager@cca.endeavourschools.org.

INTERVIEW ARRANGEMENTS

Interview date: Monday 19th October 2026. On the day of the interview, applicants will have an opportunity to meet with staff and pupils. **Interview arrangements will be notified to all shortlisted candidates.**

We look forward to receiving your application

Sallyanne Dunstan
Headteacher

Crabbs Cross Academy

Grade 1 Teaching Assistant

Post: Grade 1 Term Time only Plus TED Days

Responsible to: Class teacher

Line Manager: Deputy Headteacher

Main purpose of the job:

- To support the needs of specific pupils with SEND and significant medical needs. To work alongside the classroom teachers, with responsibility for the development and education of all pupils in his/her direction

Outline of responsibilities and tasks:

Under the direction and control of the classroom teacher or designated supervisor:

Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development; the main focus of this will be on a named individual and enabling the child to fully integrate and work with others.

- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Actively engage in the pre-determined educational activities and work programmes and to assist in personal and individual development of individuals or groups of pupils.
- To support the teacher within the classroom where appropriate for the welfare and progress of the pupils.

GRADE 1

Job responsibility and task may include (under the direction and control of the teacher):

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum, EYFS and individual needs of pupil/s.
- Contributing to the formulation of Individual Provision Maps and Pastoral Support Plans, including attendance at SEND reviews and other meetings relevant to the pupil's needs.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.

- To prepare resources for lessons and activities.
- General supervision, counselling and discipline of children, within the procedures of the school and/or service.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
  (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing

  (ii) the changing of soiled clothing including its disposal in the appropriate way

  (iii) assisting with children's injuries and where qualified, administering basic first aid

  (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff
  (v) to assist with the identification and monitoring of children's general health and welfare.

- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- 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.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning and reinforcing the child/children's self-esteem through praise and encouragement.

- 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 attend regular meetings and take responsibility for CPD.

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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.

Supervisory Responsibility:

None.

Supervision Received:

Classroom teacher/SENCO/HLTA

Other Duties:

- 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 undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

Pupils, classroom teacher/supervisor, other teaching assistants, parents, other professionals as appropriate.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- This job description is not necessarily a comprehensive definition of the post, and you may be required to undertake other duties as reasonably required by the Headteacher. It will be reviewed annually, or earlier if necessary, subject to modification or amendment after consultation with you.
- In all contacts the post holder will be required to present a good image of the school and support the school's policies.

Crabbs Cross Academy

Grade 1 SEND Teaching Assistant Person Specification

Job Requirements	Essential	Desired
Experience	Experience working with children of relevant age	
	Full working knowledge of relevant polices/SEND codes of practice and awareness of relevant legislation.	
	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	
	Practical experience of working with vulnerable pupils, preferably with restraint training or willingness to undertake this	Experience of working with children with medical needs.
Qualifications & Training	Good Numeracy/Literacy skills	Training or extensive experience in dealing with pupils with behavioural difficulties
	NVQ2 for Teaching Assistants or equivalent qualification or experience.	Knowledge of Signalong
	Willingness to undergo intense training to understand and be able to manage the medical needs of children	
Skills & Abilities	Strong and wide ranging behaviour management skills and a positive approach	
	Ability to plan alongside the class teacher showing commitment to both academic and general welfare of pupils	
	The ability to work with children with significant medical needs.	
	Ability to develop a knowledge of assessment alongside the teacher and to use this to inform evaluations and suggestions for 'where next' for the child	

	The ability to use ICT effectively to support learning	
	Understanding of principles of child development and learning processes.	
	Ability to relate well to children and adults.	
	The ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	
Qualities	Commitment to the safeguarding of children	
	Resilience	
	Self-motivated and hardworking	
	Flexibility of approach	
	Ability to work with the minimum of supervision at all times	
	Confidence, creativity and strong communication skills	
	Ability to self-evaluate learning needs and actively seek learning opportunities to extend personal knowledge, skills and abilities	

Crabbs Cross Academy • Redditch, Worcestershire

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

- 1. All appointments are made subject to:
    - A) An enhanced DBS disclosure;
    - B) Checks of professional status (EWC; QTS etc.)
    - C) Confirmation of professional qualifications
    - D) Receipt of strong references (if not already received by the time of interview); and
    - E) Medical clearance

- 2. We only accept applications completed on the application form you have received along with this statement. Please do not send CVs or open testimonials/references.

- 3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

- 4. The Referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

- 5. When seeking references, we will request information about your suitability to work with children.

- 6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.

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